App. F. IX-4

194 .

(52)

File No. 52-44

Previous References.

Serial Nos. 2-47

Later References.

~~52 204 45 57,5~~

GENERAL AND REVENUE SECRETARIAT

Serial Nos.

Part B for May 47

SUBJECT

Consolidated Work Service Rules — amendment

D 52-44 — S dt 6/15-7-47

Mukherjee
22-5-47

Work Service Rules - amendments -

Ref. 1311 S.S.

The Work Service rules were sanctioned in the year 1941. Since then, a number of amendments have also been sanctioned from time to time. In some cases the Comptroller has been quoting to support the amendments. It is perhaps desirable & necessary to bring the W.S.R up to date incorporating all the amendments - however changes to facilitate quick reference. This appears to be very necessary, especially in view of the constitution of the Board of Management for Local Concerns. In the circumstances this work may perhaps be entrusted to the Board of Management for Local Concerns, who may take necessary action in consultation with the G.M.M. Rly & Comptroller. The Board may also be requested to furnish

856/1913

P.T.O.

Works Service Rules - amendments

9Hc. 52-44

5537. 9m

5553 9HC

a Consolidated W.S.R for the
approval of Govt. Submitted for
orders.

19/3/45

Perused & this may be done

21 MAR 1945

OFFICE OF THE MINISTER FOR PUBLIC WORKS
2 APR. 1945
No. 7339

24/3

4/4/45

4/4

Draft letter submitted.

16/4

17/4

D7462 Dy 11.5.45
To Convener BTN SC

Regarding him to arrange for the consolidation of these rules in collaboration with the Comptroller & C&R. MDSW and to submit the draft consolidated rules for the approval of Govt.

D7463-4 Dy 11.5.45
Copy to C&R MDSW
Comptroller.

52-WW

6

3/5

15/5

24/5

Work Service Rules — Finalising

3129/3264

General and Revenue Secretariat | File No. of 1945. | [App. F. III-2

Serial No.

Letter No 574 dated 19-11-45 from the Controller B.M. &c. Submitting a draft consolidated Work Service rules applicable to the employees in the Govt Industrial establishments.

The Controller B.M. &c. states that all amendments sanctioned since 28-11-41 have been incorporated in this draft in consultation with the Comptroller and the A.H. M.D.S.W.

The A.H. M.D.S.W. has made some suggestions for inclusion in the Draft Rules:

(i) 'Salary' used in rules 14 & 23 of the Draft includes pay, acting allowance & charge allowance.

(ii) To Rule 17 (b) a sub-(cc) may be added that, in exceptional cases, the limit of two months may be extended up to six months with the sanction of the Board of Management.

Letter No 620, dated 26-11-45 from the Controller &c. Submitting the suggestion of the A.H. M.D.S.W. relating to the grant of acting allowances to the Daily-rated staff posted for work in accordance on monthly rated establishments.

The A.H. M.D.S.W. suggests that instead of 1/5th of his own wages, the employee may be allowed 1/5th of the minimum pay of the grade on which he officiates subd for period and orders.

SS 8/12 1/11 1. The revised draft Rules may be sent to the Comptroller for scrutiny & remarks if any.

Dep Secy) 1/12 for Secy 1/12

NOTE—Contn. Sheet.

Work Served Rules - Amending

File No. of 194 | General and Revenue Secretariat 17 JAN 1946 | 9/3265

Serial No: 398/SPL 17.1.46.

Forwarded with Compliments to the Comptroller for favour of perusing & remarks.

B.O.

F.N. Ramiah
17/1/46

361/SPL. 22-1-46.

U.O.No.216/IAD dated 26-1-46

Returned with compliments.

2. The draft set of rules proposed by the Convenor, Board of Management of Industrial Concerns, has already been verified by this office.

3. The clarification of the term 'salary' under Rules 14 and 23 as suggested by the General Manager, The Mysore Iron Works (Vide letter 574 dated 19-11-45 of the Convenor) appears necessary and may be incorporated in the draft rules.

4. The amendment to rule 14 referred to by the Convenor in his letter 620 dated 24-11-45 is reasonable and will ensure uniformity in the calculation of acting allowances. This may also be included.

5. The other amendment to Rule 17 referred to in the Convenor's letter dated 19th Nov. 1945 is, however, for consideration and orders of Government.

M.S. Ramanna
Comptroller

CW

14

Order sanctioning the grant of Sick leave have just issued separately vide G.O.S.281/46. The file may be referred to Convenor, B.M.I.C. to incorporate his suggestions given supra and also to include the provision of Sick leave in the Consolidated W.S.R.

(1) Has not the Convenor already sent up the Comptroller's

Consolidated Work Service Rules

Dte S²2/46 3265

16. Yes, the Compilation has been read - placed on file - the suggestions of the Comptr. at Para 13. Provisions about sick leave and gratuities will have to be incorporated suitably in the said Compilation. The file may therefore be referred to him for necessary action. Draft letter enclosed.

23/2

Forwarded both Compilations to the Convener, B.I.C.I.

B.O.

23/2

OFFICE OF THE CONVENOR
BOARD OF MANAGEMENT
OF INDUSTRIAL CONCERNS,
OVT. SOAP FACTORY BUILDINGS,
BANGALORE.
Regd. 4/3/46.

WP

22 APR 1946

No. 1590/17 dated 18th April 1946.

A final draft of the Work ServiceRules incorporating the recommendations of the Comptroller in paras 13 (1) to (4) and the Sick Leave rules referred to in para 14, is submitted herewith. A note to Rule para 19 reading as under, has also been added in anticipation of approval of Government, vide para 13(5) above.

A

(c) In exceptional cases, the limit of two months in the above clause may be extended up to six months with the sanction of the Board of Management.

Ramachandran
18.2.46.
Convener,
Board of Management
of Industrial Concerns.

The Secretary to Government)
Development Department.)

18) The suggestions of the Comptr vide para 13 & notes & provision

Consolidated Work Service Rules

Ste S2/44. 3265 -Sh-

16. Yes, the Compilation has been read - plan put in file - the suggestions of the Comptr. at para 13. Provisions about Sick leave rules should be incorporated suitably in the said Compilation. The file may therefore be referred to him R/o for necessary action. Draft Letter enclosed. Forwarded Work Compilation to the Convener, B.I.C.I.C. B.O. 23/4

OFFICE OF THE CONVENOR
BOARD OF MANAGEMENT
OF INDUSTRIAL CONCERNS,
GOVT. SOAP FACTORY BUILDINGS,
BANGALORE.
Recd. 4/3/46.

No. 1590/17 dated 18th April 1946.

22 APR 1946

A final draft of the Work ServiceRules incorporating the recommendations of the Comptroller in paras 13 (1) to (4) and the Sick Leave rules referred to in para 14, is submitted herewith. A note to Rule para 19 reading as under, has also been added in anticipation of approval of Government, vide para 13(5) above.

A

(c) In exceptional cases, the limit of two months in the above clause may be extended up to six months with the sanction of the Board of Management.

Ramachandran
18.3.46.
Convener,
Board of Management
of Industrial Concerns.

The Secretary to Government)
Development Department.)

17) Ste suggestions of the Compln vide para 13 & note - Provision

Consolidated Work Leave Rules.
Dte 52/44 3265,

above sick leave recently granted
have been incorporated in the
final of Rules now put up
to Commn. B. M. Dte
at 4 in last 17.

The note suggests a incorporated
in the final of may hereby
be approved in the circumstances.

19 As suggested by the Commn,
the scope of Printing may
be authorised to print forthwith
500 copies of the rules (in book
form) the Librarian proposed
to keep 100 copies in the
Govt Book Depot (Priced at
0-2-0 a copy) may also be apld. The
Dist by may also be curtailed.
Subject for order.

22 The Commissioner of Labour
may also be Consulted unofficially
if the amendments are suitable

Dy. Secy) 21

The draft bringing the Rules
up to date, with the amendments
suggested above may be approved,
as also the proposal about printing
& distribution.

OFFICE OF ... FOR PUBLIC ... 15 1946 No. 8353

GBG 30. APR. 1946

FINANCE U.O.No. FI ..... 7539 10/5 BANGALORE

Consolidated Work Service Rules

Dft 52/cey. 3265

25

KBL Sy-O. Rules. May be submitted to the Dewan.

29/5

29/5/46.

Dy Secy

1/6

For Financial Concurrence

Dewan)

Ce 19/6

19/6

3. JUN. 1946

DEWAN'S OFFICE
19. JUN. 1946
NO 8137

28

Nil

29 24/6/46.

Secy

Ce

24/6.

25/6

K.M. 114

TYPING SECTION
25 JUNE 1946
GEN. & CONV. SECTT.

30

Financial Secy. has agreed.

Draft and fair Rules.

Where are the rules?

8/7/46.

8/7

31 The rules are to issue as printed.

The original copy is being sent to the Press (vide Cy in the file - 7672)

8/7 8/7

32 May be sent to the Secretariat Section for Rs.

11/7

11/7

11/7

3265

No purpose is served by issuing the G.O. without the enclosures. It may however be communicated in print.

R. Cancelled

W
1397

By
Printed Copies are sent herewith. Signed Printed Copies are ready. The file may now be sent to the Fuel Cell for issue of Printed G.O. to the Complaints as ordered above. After this is done, Copies will be sent to others

30/7 31/7 Asst Secy (in W/C)

35

R. Cancelled

Fuel: Issue as agreed. Keep file.

Secy.

11/8/46

Sd/ Joint
W

Sd/ Minister
7/8

D. 260-66 R. 6-7-46.

The Convener, B.M.D.C.
The Four Directs.
G.M., M.S.Rly.
G.M., M.D.S.O.
Comptroller Govt. F.D.
Curator, Central Govt. Book depot
Supdt. Govt. Printing.

Approves the consolidated Work Service Rules applicable for the Govt. Ind. concerns.

11/8/46
19

Consolidated Work & Service Rules

General and Revenue Secretariat | File No. Dte 52/ 326 of 194 . | [App. F. III–2

Serial No.

Letter no. 156/D.A.D dated 22/8/46 from the Compte pointing that provisions now exists in G.O.G. 28/8/46 may be introduced in the Consolidated Rules as rule No. 24(a).

2) The Dte Collection 327/46 (1-3) is pursuy.

M

3) As per G.O.G 20.6.46 a new rule is added to the W.S.R. of Ocli 41.

Hajdi

4) The Compte now suggests that this rule may be introduced as rule 24(a) to the Consolidated W.S.R. Rules. This may be approved & may hereby issue addenda & corrigenda (amdt & W.S.R) thereto.

Dte 40 Dft O.M. Sanction for Comm.

(reject. cond)

2/9 2/9 3/9

Letter no. 352 dated 2/9/46 from the Commer, B.H.Dte forwarding Dft addenda & corrigenda for appn

4) The Dft Correction Slip is for appn

5/9 5/9 Dy Secy/ Comm 11/9

4/x

NOTE—Contn. Sheet.

File No. of 194

General and Revenue Secretariat

Serial No.

D. 2203 A. 9-10-46

The Supdt., Govt. printing.

Forwards addenda & corrigenda to G.S.R. for publication

D. 2204 A. 9-10-46

Copy to Convener, B.R.D.B.

May these papers be filed

16/10

Secy

What about printed copies?

17/X

Press Sup

17/10.

Telephone to the Govt Press. Copies are promised next week

13/2/47

Printer Copy Please in the file

9/5/47

14

10/5

F. G.—1]

SUBJECT Work Leave Rule

Section DA

File No. 52-44

Serial No. 2.

Diary No. of letter replied to.....

No. D 7462

General and Revenue Secretariat

( )

the *194* .

To The Convener
Bd of Management &
Ind. Concerns.
Blg

Date of issue 11/5

Signed by Dy S

Sir,

I am directed to
invite refce to G.O. No. D.
2086-92/DA 252-38-18 dated
28.10.1941, issuing a set
of uniform work leave rules
for regulating leave & other
benefits to the employees of
the Govt Ind. Establishments
and to state that since
then a number of
amendments to suit the
needs of the Concern have

List of enclosures.....

Codied by.....

Examined by.....

WD 04161—GPB—60,000—24-10-41

been demanded from time to
time. ~~A letter to Rules and Regs~~ considered
~~important document~~ It is then
necessary to bring the work
Semi Rules up to date, by
consolidating all the orders
now in force hereon and to
get an up to date edition
printed if necessary.

I am to ask you therefore
to be so good as to take up the
work and arrange for the
consolidation of these Rules, in collaboration
as ~~necessary~~ with the Comptroller
& General Manager. M. Dow
to submit the draft Consolidated
Rules for the approval of Govt.

17 JAN. 1946

S Lh

J AD.
F 6/1

To 3/1/46
J Dowds

D 7463/64 of 11/1

Copy to G. M. M. Dow
" Comptroller to Govt

Hy
16/1/46

The Government Press may be kindly advised to print 300 copies of these revised rules for distribution as under:

1.	Mysore Iron & Steel Works.	50 copies.
2.	Convener's Office.	75 copies, for distribution to all concerns under the control of this Board.
3.	Secretariat.	25 copies.
4.	Comptroller.	25 copies.
5.	Government Depot (for sale) at annas two a copy).	100 copies (priced
6.	Commissioner of Labour.	15 copies.
7.	Chief Conciliator in Mysore.	10 copies.
		300 copies.

I have the honour to be,
Sir,
Your most obedient servant,

Convener, 19 X 1945
Board of Management of
Industrial Concerns.

94c. 52-46-4

C. F. No. 46]

No. 374

Encls. 3

GOVERNMENT OF MYSORE

OFFICE OF THE BOARD OF MANAGEMENT OF INDUSTRIAL CO-OPERATIVE BANKS, GOVT. SOAP FACTORY BUILDING, BANGALORE.

OFFICE OF

Date 19th November 1945

3129

To

The Secretary to Government,
Development Department,
Bangalore.

Sir,

Draft consolidated Work Service Rules.

With reference to your letter No.D.7462/I&C, dated the 11th May 1945 I have the honour to submit herewith a draft consolidated Work Service Rules applicable to the employees in the Government industrial establishments in the State for approval. In this draft, all amendments authorised since 28th October 1941 have been incorporated. This draft has the approval of the Comptroller and the General Manager of the Mysore Iron & Steel Works, who were consulted, as directed in your letter under reference.

2. The revised rules of Travelling allowance sanctioned in Government Order No.Fl.3241-50/S & A.80-44-3 dated 14th November 1945 have also been included.

3. The General Manager, Mysore Iron & Steel Works, has however, made the following suggestions for inclusion in the

Revised draft

Work Service Rules applicable to Government industrial establishments.

Reference to Govt. Orders for modifications.	Rules.
1	2

16957
27/12/46

NON-INDEX
No. 1395 I.A.D.
DATE 28.2.46

These Rules apply to the employees in the Government industrial concerns. The of covenanted employees are governed by the terms of contract entered into with them the cases of the employees whose services have been lent from the other departments Government by the provisions of the Mysore Service Regulations.

2. Leave of absence: All leave is granted at the convenience of the Management a the Management is free in its discretion to refuse, revoke or curtail the leave subjec to exigencies of work.

3. Pay: By pay in these rules is to be understood an employee's substantive rate c pay per mensem or per diem, exclusive of all allowances (other than Personal), extras or overtime.

4. Casual leave for monthly-rated staff: No employee is entitled to casual leave, but casual leave on full pay not exceeding seven days may be given in a calendar year in case of sickness, private affairs and for other urgent reasons.

This rule applies both to the permanent and temporary employees.

Note: (1) Casual leave cannot be combined with any other leave.

(2) In the case of new entrants who have not completed one year's service, casual leave will be granted to the extent of one day for every completed three months' service.

5. Privilege leave: Monthly-rated staff: On the Management being satisfied of the good conduct and regular attendance of an employee, he will, on his written request, be allowed privilege leave of one month's duration with full pay for every year of continuous service, provided that such leave shall be given when it is convenient to the management and is not detrimental to the operation of the department in which the employee is engaged This leave can be accumulated up to a limit of three months.

Note. (1) An employee with less than a year's service from date of appointment is not entitled to privilege leave.

(2) If the management offers the leave at its convenience and the employee rejects such offer, he shall forfeit leave to the extent offered.

*No.D.6763-9/I.&.C. 3-43-10 dated 27th April 1944 (amendment received from the Comptroller).

*(3) Leave without allowances, not exceeding on the whole one month, granted to an employee during the first year of his service is not an interruption to continuous service qualifying for privilege leave.

*No.D.7027-33/I.&.C. 379-43-2 dated 6th May 1944.

*(4) Employees (both Gazetted and non-Gazetted) in all industrial establishments who were counting leave under the Mysore Service Regulations prior to 28th October 1941, will be allowed to continue to have the leave benefits under those Regulations.

*No.D.808-15/I&C. 3-43-17 dated 1st August 1944.

*(5) Calculation of leave. One month's leave for every completed year of service and for the balance one day for every twelve days of completed service may be allowed.

6. Privilege leave on full pay can be combined with furlough and leave without allowances, but not with casual leave (vide Note 1 to Rule 4 above).

*No.D.6763-9/I&C. 3-43-10 dated 27th April 1944.

7. Privilege leave is not earned by an employee during a period of leave of the kind or during furlough or leave without allowances, or during suspension from office misconduct, unless the authority competent to pass final orders in the case expressly orders that the period of suspension shall qualify.*

8. Privilege leave: Daily-rated staff: (a) On the Management being satisfied good conduct and regular attendance of an employee, he will be allowed a vacation weeks' duration for every completed year's service, provided that such leave shall when it is convenient to the Management and is not detrimental to the operations department in which the employee is engaged. If the Management offers leave at convenience and the employee rejects such offer, he shall forfeit leave to the extent period offered.

Such leave may be accumulated up to a total period of six weeks in all.

(b) Religious holidays with full wages will be given for two days in a year.

*No.D.808-15/I&C. 3-43-18 dated 1st August 1944.

Note. *(1) Calculation of leave. A vacation of two weeks' duration for every completed year of service, and for the balance one day for every twenty-six days' of completed service may be allowed.

ession "Daily-rated staff" includes the staff (Procedure
the rolls of the Factory and are employed on in prac-
k basis from time to time. tice.)

f daily-rated staff recruited for temporary works, privilege
admissible provided the employee has put in a total service
n all even though there have been interruptions.

n half pay: Monthly-rated employees drawing Rs.30/- per month
continuously for seven years, will be allowed six months'
may, at their option, be converted to three months' leave on
period of seven years' continuous service.

leave will be calculated on the average pay drawn for the
the leave.

le may, however, be sanctioned to an employee who has not
as a special case, to the extent of leave earned in proportion
ered till the date of application, provided that a competent
s that leave to the employee is necessary on account of ill-
unt of leave that may be anticipated at any time under this
three months on half pay, which may be converted to leave on
eriod.*

purpose of this rule, continuous service includes
e of absence granted under the Workmen's Compensation
ut not periods of furlough and leave without allow-

from which the employees were placed on monthly pay
hould be reckoned for purposes of calculating furlough.

mployee is brought on daily-rated staff from monthly-
asis, the service on the latter basis may be regarded
ice on the daily-rated basis itself.

*(4) Employees (both Gazetted and non-Gazetted) in all the Government industrial establishments who were counting leave under the Mysore Service Regulations prior to 28th October 1941 be allowed to continue to have the leave benefits under those Rules.

*(5) Maximum furlough leave that may be granted. The maximum furlough leave that may be limited to twelve months on full pay. The maximum furlough at one time may be limited to six months on full pay.

may be granted at any time where no other render it necessary. It may be granted in

loss of pay and render the

*D.7189-99/I&C. 3-43 dated 12th May 1944.

*(5) Maximum furlough leave. The maximum furlough leave that may be allowed to accumulate may be limited to twelve months on half pay or six months on full pay. The maximum furlough leave that may be taken at one time may be limited to six months' on half pay or three months on full pay.

10. Leave without pay. Leave without pay may be granted at any time where no other leave is admissible and when special circumstances render it necessary. It may be granted in continuation of other leave.

11. Absence without leave and overstayal will involve loss of pay and render the absentee liable to loss of appointment. If the default of the official is due to circumstances beyond his control he may be exempted from loss of appointment at the discretion of the head of the concern, but not from loss of allowances during the period of absence without leave.

*No.D.6822-28/I&C. 503-43-2 dated 11th April 1945.

12. Acting allowance to monthly-rated staff: A permanent employee in the monthly-rated establishment, when acting in a higher vacancy for a continuous period of seven days or more shall draw the pay of his substantive post plus 20 per cent of the pay of the post in which he is acting, or if such post is on a graded scale 20 per cent of the minimum of the grade, provided that the total emoluments so drawn shall not exceed the pay of the higher post or the minimum of the scale of the higher post, if such post is on graded scale.

No.D.6822-28/I&C. 503-43-2 dated 11th April 1945.

13. Charge allowance to the monthly-rated staff: When an officer is appointed to be only in charge of the current duties of an officer in addition to his own duties, he is entitled to a charge allowance to be fixed by the authority competent to appoint him, as such not exceeding one tenth of the pay of the office of which he is put in additional charge.

(a)
14. No acting allowance or charge allowance shall be given as provided in rules 12 and 13 above, unless the post in which an employee is acting or is in charge involves the undertaking of higher responsibility or of more arduous work than is involved in the substantive post of the employee.

Note: 1. The salary of an employee appointed to be in charge of the current duties of an additional officer shall never exceed the salary which he would receive for acting in the office.

2. No acting or charge allowance is admissible to a subordinate employee empowered to dispose of routine business while his superior is on tour.

3. Salary includes, Pay, acting allowance and charge allowance

(b) When a daily rated employee is made to officiate in a permanent monthly post the acting incumbent may be allowed an allowance of 1/30th of the minimum pay of the post in which he officiates in addition to his own wages; provided that (i) the vacancy is for the duration of over a week (ii) the total emoluments of the acting incumbent do not exceed the minimum pay of the post in which he officiates, taking 26 days wages as equivalent to one months pay.

2

(2) The expression "Daily-rated staff" includes the staff borne on the rolls of the Factory and are employed on piece work basis from time to time. (Procedure in practice.)

(c) In the case of daily-rated staff recruited for temporary works, privilege leave will be admissible provided the employee has put in a total service of 310 days in all even though there have been interruptions.

9. Furlough leave on half pay: Monthly-rated employees drawing Rs.30/- per month or more, who have served continuously for seven years, will be allowed six months' leave on half pay, which may, at their option, be converted to three months' leave on full pay, for every such period of seven years' continuous service.

The pay during such leave will be calculated on the average pay drawn for the twelve months preceding the leave.

Leave under this rule may, however, be sanctioned to an employee who has not served for seven years, as a special case, to the extent of leave earned in proportion to service actually rendered till the date of application, provided that a competent Medical Officer certifies that leave to the employee is necessary on account of ill-health. The maximum amount of leave that may be anticipated at any time under this clause shall not exceed three months on half pay, which may be converted to leave on full pay for half the period.*

D.D.7141-8/I&C. 379-43-2 dated 9th May 1944.

Note: (1) For the purpose of this rule, continuous service includes privilege of absence granted under the Workmen's Compensation Rules, but not periods of furlough and leave without allowances.

(2) The date from which the employees were placed on monthly pay basis should be reckoned for purposes of calculating furlough.

(3) If an employee is brought on daily-rated staff from monthly-rated basis, the service on the latter basis may be regarded as service on the daily-rated basis itself.

*(4) Employees (both Gazetted and non-Gazetted) in all the Government industrial establishments who were counting leave under the Mysore Service Regulations prior to 28th October 1941 be allowed to continue to have the leave benefits under those

*No.D.7027-33/I&C. 379-43-2 dated 6th May 1944.

M.S.D.A

GOVERNMENT OF MYSORE

OFFICE OF

OFFICE OF THE CONVENER
BOARD OF MANAGEMENT
OF INDUSTRIAL CONCERNS,
GOVT. SOAP FACTORY BUILDING
BANGALORE.

Date 24th November 1945

3265
I&C.

The Secretary to Government,
Development Department,
Public Offices, Bangalore.

Draft consolidated Work Service Rules.

In continuation of my letter No.574 dated 19th November 1945 submitting therewith draft consolidated Work Service Rules applicable to the employees in the Government Industrial establishments in the State, I have the honour to state that the General Manager, Mysore Iron & Steel Works, has suggested that a suitable provision has to be made in the rules for the grant of acting allowances to the daily-rated staff posted for work in vacancies on monthly rated appointments, and that at present, the following practice is followed in such cases on the Works.

> "Employees on daily wages drafted for work in the leave vacancies of the monthly-rated staff will be paid an acting allowance equal to 1/5th of their own monthly wages (calculated on 26 working days' basis) provided the period of acting is not less than 7 days at a time."

The General Manager now suggests that instead of 1/5th of his own wages, the employee may be allowed 1/5th of the

the minimum pay of the grade on which he officiates. Cases of this kind frequently arise in the concerns, and it would be an advantage to have a rule to regulate payment of acting allowances in such cases. If approved, the following rule may be added as 14 (b) in the draft rules already submitted:

> "14 (b). When a daily-rated employee is made to officiate in a permanent monthly post, the acting incumbent may be allowed an allowance of 1/5th of the minimum pay of the post on which he officiates in addition to his own wages, provided that (i) the vacancy is for a duration of over a week, and (ii) the total emoluments of the acting incumbent does not exceed the minimum pay of the post on which he officiates, taking 26 days' wages as equivalent to one month's pay."

I have the honour to be,
Sir,
Your most obedient servant,

Thyagamachandran
24/X/47
Convener,
Board of Management
of Industrial Concerns.

all undrawn pay and all rights to provident fund money, if any, contributed by the concern on his behalf.

17. Retirement. (a) All monthly-rated staff in superior service will ordinarily retire on attaining the age of 55 years. Extension of service may, however, be granted up to 60 years of age in exceptional cases on the recommendation of the head of the concern and for special reasons connected with the concern and not connected with the individual.

(b) All leave at the credit of the official shall lapse on the date on which he completes 55 years of age provided that if, in sufficient time before that date, he has applied for leave and has been refused leave in the interests of work, the head of the concern may grant the leave so refused subject to a maximum of two months.

18. Provident Fund. Contribution to the Provident Fund is compulsory in the case of all monthly-rated employees and daily-rated employees on a daily wage of twelve annas and more, who have put in an approved service of not less than three years. In the case of daily-rated employees drawing less than twelve annas a day, participation in the scheme will be optional.

*No.D.7630-6/I&C. 550-41-3 dated the 2nd June 1942.

19. The contribution by the employees shall be one anna in the rupee of the pay or wages drawn by them every month.*

20. The contributions from the concern shall be equal to that paid by the employee.

21. Bonus on retirement. Every employee who is on consolidated monthly wages or on daily wages or in the menial establishment, and who is not entitled to the benefits of the provident fund may be given for each completed year of service a retiring bonus of half a month's pay for each year of service, based on the wages, including overtime, drawn by him during the last three years of service, provided the retirement is due to old age or ill-health, incapacitating him for further service and provided also that he has put in approved service for not less than fifteen years. The maximum bonus payable shall be fifteen months' wages.

*No.D.2680-7/I&C. 700-42-5 dated 16th October 1942.

*22. Bonus to the dependants of the deceased employee. The dependants of every deceased employee who was on consolidated monthly wages or on daily wages or in the menial establishment and who was not entitled to the benefits of the provident fund may be given for each completed year of service of the deceased employee, a bonus of half a month's pay for each year of service, based on the wages, including overtime, drawn by him during the last three years of service, provided the death is due to ill-health or accident, and provided also that he has put in an approved service for not less than five years. The maximum bonus thus payable shall be five months' wages.

Note: The term "Dependant" includes the wife, legitimate children, father and mother dependant upon him for support.

Persons drawing salaries or wages less than Rs.50/- p.m.	-do-(subject to a minimum of Re.0-8-0)	-do-	-do-	
VII				
C o o l i e s.	-do-	-do-	Re.0- 0- 6 per mile.	

*Note:"Salaries" include pay, acting allowance and charge allowance.

24. General Rules: (a) Wherever there is a bus service and the officer travels by bus actual fare plus daily allowance will be allowed instead of mileage, if the latter is costlier than the former.

(b) Daily allowance will be allowed in addition to single railway fare or bus fare or mileage combined with any of these. But when road mileage is drawn for the entire journey at the rates specified above, no daily allowance will be admissible in addition in the case of those coming under classes I to VI.

(c) No travelling allowance other than a permanent monthly allowance is admissible for any day on which an employee does not reach a distance exceeding 5 miles from headquarters or return thereto from a distance exceeding 5 miles. But an employee travelling on duty within 5 miles of headquarters is entitled to draw the actual amount spent by him in payment of ferry and other tolls or railway fare.

(d) In all cases of halts exceeding 30 days, full daily allowance at the ordinary rates will be allowed only for the first 30 days and at three fourths of the ordinary rates thereafter, subject, however, to a minimum of eight annas.

(e) In respect of rapid marches by road, exceeding 50 miles a day, two thirds of the mileage rate only will be allowed for the distance in excess of 50 miles.

(f) In respect of daily rated staff, their wages for purposes of travelling allowance will be taken to be 25 times the daily rate, taking 25 days to be the number of working days on an average per month.

25. Conveyance allowance. The General Managers or Directors in charge of the industrial concerns are authorised to grant in cases where such conveyances are necessary, a conveyance allowance not exceeding Rs.10/- per day of halt in places outside the State and not exceeding Rs.5/- per day for halts within the State. The General Manager or the Directors will examine such claims very carefully with reference to the work done by the officer before sanctioning C.A. and the grant of this concession should in no case be as a matter of course. The General Manager or the Directors should certify in the bills that such conveyances for which allowances are sanctioned as above were actually employed in the interest of public service.

Krishnamachandran
Convener, 19 XI.45
Board of Management
of Industrial Concerns.

Bangalore,

19th November 1945.

SR/3c.

SR 19/11

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No.D.7701-11/I & C. 401-44-2 dated 16th May 1945.

15. Joining time leave on transfer. The transfer of the services of an employee from one Government industrial concern to another must be done only in the interests of both the institutions and when such transfer will not adversely affect the total cost of the sanctioned establishment. The approval of the Board of Management of Industrial Concerns or Government, as the case may be, must be obtained in other cases.

(b) When the transfer involves a change of station, the employee may be allowed joining time not exceeding seven days, including the period of journey. During the period of joining time, the employee may be allowed the pay or wages he was drawing in the concern from which he is transferred or of the pay of the new appointment, whichever is less.

and

Note: Joining time/allowances are not admissible in the case of an employee transferred at his own request or in consequence of misconduct from one concern to another.

(c) The joining time allowances and the travelling allowance, if admissible, will be paid by the concern to which the employee is transferred.

(d) When the transfer involves no change of station, an officer relieved in the forenoon should join the new appointment in the afternoon, and when relieved in the afternoon, on the following working day. If he overstays the leave, he will forfeit his pay or wages after the end of the joining time.

(e) The above rule (d) will not, however, affect the utilisation of joining time by an employee who is already on or granted privilege leave or furlough leave at the time his transfer is ordered. The joining time will follow immediately after the expiry of leave granted.

16. Termination of service. Every employee will be given 15 days' notice of termination of service, or pay in lieu thereof, provided that if an employee leaves during the period covered by the notice, pay will be given only for the period during which he actually worked.

Employees who wish to resign must give the Management the same notice, provided that when notice is given, the Management is entitled to accept it at once or at any time before the expiry of the notice.

When an employee's services are dispensed with for misconduct, absence without leave, or wilful neglect of duty, he is not entitled to any notice.

Employees who leave the concern without notice lose all accumulated leave, forfeit

REVISED DRAFT.

Work Service Rules applicable to Government industrial establishments.

Reference to Govt. Orders for modifications.	Rules.
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	These rules apply to the employees in the Government industrial concerns. The cases of covenanted employees are governed by the terms of contract entered into with them, and the cases of the employees whose services have been lent from the other departments of Government by the provisions of the Mysore Service Regulations.
*D.5614-23/I&C. 67-43-7 dated 28- 1- 1946.	* 2. No person in a Government industrial concern should be employed on monthly pay or on consolidated monthly wages in the operation sections of a factory except to the posts sanctioned therefor by the Board or Government.
	Note: The office staff including peons and watchmen who are not entitled to overtime wages may be employed, if required, on monthly pay and be allowed the leave concessions now granted to such staff under these Rules.
	3. Leave of absence: All leave is granted at the convenience of the Management and the Management is free in its discretion to refuse, revoke or curtail the leave subject to exigencies of work.
	4. Pay: By pay in these rules is to be understood an employee's substantive rate of pay per mensem or per diem, exclusive of all allowances (other than Personal), extras or overtime.
	5. Casual leave for monthly-rated staff: No employee is entitled to casual leave, but casual leave on full pay not exceeding seven days may be given in a calendar year in case of sickness, private affairs and for other urgent reasons.
	This rule applies both to the permanent and temporary employees.
	Note: (1) Casual leave cannot be combined with any other leave.
	(2) In the case of new entrants who have not completed one year's service, casual leave will be granted to the extent of one day for every completed three months' service.

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6. Privilege leave: Monthly-rated staff: On the Management being satisfied of the good conduct and regular attendance of an employee, he will, on his written request, be allowed privilege leave of one month's duration with full pay for every year of continuous service, provided that such leave shall be given when it is convenient to the Management and is not detrimental to the operation of the department in which the employee is engaged. This leave can be accumulated up to a limit of three months.

Note: (1) An employee with less than a year's service from date of appointment is not entitled to privilege leave.

(2) If the Management offers the leave at its convenience and the employee rejects such offer, he shall forfeit leave to the extent offered.

*D.6763-9/I&C. 3-43-10 dated 27th April 1944.

*(3) Leave without allowances, not exceeding on the whole one month, granted to an employee during the first year of his service is not an interruption to continuous service qualifying for privilege leave.

*D.7027-33/I&C. 379-43-2 dated 8th May 1944.

*(4) Employees (both Gazetted and non-Gazetted) in all industrial establishments who were counting leave under the Mysore Service Regulations prior to 28th October 1941, will be allowed to continue to have the leave benefits under those Regulations.

*No.D.808-15/I&C. 3-43-17 dated 1st August 1944.

*(5) Calculation of leave: One month's leave for every completed year of service, and for the balance one day for every twelve days of completed service may be allowed.

7. Privilege leave ~~kind~~ on full pay can be combined with furlough and leave without allowances, but not with casual leave (vide Note 1 to rule 5 above).

*No.D.6763-9/I&C. 3-43-10 dated 27th April 1944.

8. Privilege leave is not earned by an employee during a period of leave of the same kind or during furlough or leave without allowances, or during suspension from office for misconduct, unless the authority competent to pass final orders in the case expressly orders that the period of suspension shall qualify.*

9. Privilege leave: Daily-rated staff: (a) On the Management being satisfied of the good conduct and regular attendance of an employee, he will be allowed a vacation of two weeks' duration for every completed year's service, provided that such leave shall be given when it is convenient to the Management and is not detrimental to the operation of the

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6. Privilege leave: Monthly-rated staff: On the Management being satisfied of the good conduct and regular attendance of an employee, he will, on his written request, be allowed privilege leave of one month's duration with full pay for every year of continuous service, provided that such leave shall be given when it is convenient to the Management and is not detrimental to the operation of the department in which the employee is engaged. This leave can be accumulated up to a limit of three months.

Note: (1) An employee with less than a year's service from date of appointment is not entitled to privilege leave.

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*(3) Leave without allowances, not exceeding on the whole one month, granted to an employee during the first year of his service is not an interruption to continuous service qualifying for privilege leave.

*D.7027-33/I&C. 379-43-2 dated 6th May 1944.

*(4) Employees (both Gazetted and non-Gazetted) in all industrial establishments who were counting leave under the Mysore Service Regulations prior to 23th October 1941, will be allowed to continue to have the leave benefits under those Regulations.

*No.D.808-15/I&C. 3-43-17 dated 1st August 1944.

*(5) Calculation of leave: One month's leave for every completed year of service, and for the balance one day for every twelve days of completed service may be allowed.

7. Privilege leave ~~limit~~ on full pay can be combined with furlough and leave without allowances, but not with casual leave (vide Note 1 to rule 5 above).

*No.D.6763-9/I&C. 3-43-10 dated 27th April 1944.

8. Privilege leave is not earned by an employee during a period of leave of the same kind or during furlough or leave without allowances, or during suspension from office for misconduct, unless the authority competent to pass final orders in the case expressly orders that the period of suspension shall qualify.*

9. Privilege leave: Daily-rated staff: (a) On the Management being satisfied of the good conduct and regular attendance of an employee, he will be allowed a vacation of two weeks' duration for every completed year's service, provided that such leave shall be given when it is convenient to the Management and is not detrimental to the operation of the

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department in which the employee is engaged. If the Management offers leave at its convenience and the employee rejects such offer, he shall forfeit leave to the extent of the period offered.

Such leave may be accumulated up to a total period of six weeks in all.

(b) Religious holidays with full wages will be given for two days in every calendar year.

*No.D.808-15/I&C-3-43-18 dated 1st August 1944.

Note: *(1) Calculation of leave. A vacation of two weeks' duration for every completed year of service, and for the balance one day for every twenty-six days' of completed service may be allowed.

(2) The expression 'Daily-rated staff' includes the staff borne on the rolls of the factory and are employed on job piece work basis from time to time. (~~Procedure in practice.~~)

*No.D.3030-7/I&C. 252-38-20 dated 9th Decr.1941.

(c) *In the case of daily-rated staff recruited for temporary works, privilege leave will be admissible provided the employee has put in a total service of 310 days in all even though there have been interruptions.

10. Furlough leave on half pay: Monthly-rated employees drawing Rs.30/- per month or more, who have served continuously for seven years, will be allowed six months' leave on half pay, which may, at their option, be converted to three months' leave on full pay, for every such period of seven years' continuous service.

The pay during such leave will be calculated on the average pay drawn for the twelve months preceding the leave.

Leave under this rule may, however, be sanctioned to an employee who has not served for seven years, as a special case, to the extent of leave earned in proportion to service actually rendered till the date of application, provided that a competent Medical Officer certifies that leave to the employee is necessary on account of ill-health. The maximum amount of leave that may be anticipated at any time under this clause shall not exceed three months on half pay, which may be converted to leave on full pay for half the period.*

*No.D.7141-8/I&C. 89-43-2 dated 9th May 1944.

Note: (1) For the purpose of this rule, continuous service includes privilege of absence granted under the Workmen's Compensation Rules, but not periods of furlough and leave without allowances.

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	(2) The date from which the employees were placed on monthly pay basis, should be reckoned for purposes of calculating furlough.
	(3) If an employee is brought on daily-rated staff from monthly-rated basis, the service on the latter basis may be regarded as service on the daily-rated basis itself.
No.D.7027-32/I&C.-379-43-2 dated 6th May 1944.	*(4) Employees (Both Gazetted and non-Gazetted) in all the Government Industrial establishments who were counting leave under the Mysore Service Regulations prior to 28th October 1941 be allowed to continue to have the leave benefits under those Rules.
No.D.7189-99/I&C.-3-43 dated 12th May 1944.	*(5) Maximum furlough leave: The maximum furlough leave that may be allowed to accumulate may be limited to twelve months on half pay or six months on full pay. The maximum furlough leave that may be taken at one time may be limited to six months on half pay or three months on full pay.
*No.D.5614-23/I&C.-67343-7 dated 28th January 1946.	*11. Sick leave: A daily-rated permanent employee when he is ill may also be allowed, on production of a certificate from the Medical Officer attached to the concern or from a Registered Medical Practitioner, sick leave for a period of two weeks on half pay or for a period of one week on full pay at his option, in a calendar year. Employees now on monthly pay or on consolidated monthly wages and who are now being allowed one month's vacation for every completed year of service and casual leave for seven days in a calendar year under these rules are not entitled to sick leave. 12. Leave without pay: Leave without pay may be granted at any time when no other leave is admissible and when special circumstances render it necessary. It may be granted in continuation of other leave. 13. Absence without leave and overstayal will involve loss of pay and render the absentee liable to loss of appointment. If the default of the official is due to circumstances beyond his control he may be exempted from loss of appointment at the discretion of the head of the concern, but not from loss of allowances during the period of absence without leave.
*No.D.6822-8/I&C.-503-43-2 dated 11th April 1945.	14. Acting allowance to monthly-rated staff: A permanent employee in the monthly-rated

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establishment, when acting in a higher vacancy for a continuous period of seven days or more shall draw the pay of his substantive post plus 20% of the pay of the post in which he is acting, or if such post is on a graded scale 20% of the minimum of the grade, provided that the total emoluments so drawn shall not exceed the pay of the higher post or the minimum of the scale of the higher post, if such post is on a graded scale.

No.D.6822-S/I&C. 503-43-2 dated 11th April 1945.

15. Charge allowance to the monthly-rated staff. When an officer is appointed to be only in charge of the current duties of an officer in addition to his own duties, he is entitled to a charge allowance to be fixed by the ~~xx~~ authority competent to appoint him, as such not exceeding one-tenth of the pay of the office of which he is put in additional charge.

16. (a) No acting allowance or charge allowance shall be given as provided in rules 14 and 15 above, unless the post in which an employee is acting or is in charge involves the undertaking of higher responsibility or of more arduous work than is involved in the substantive ~~xxx~~ of the employee.

Note: (1) The salary of an employee appointed to be in charge of the current duties of an additional officer shall never exceed the salary which he would receive for acting in the office.

(2) No acting or charge allowance is admissible to a subordinate employee empowered to dispose of routine business while his superior is on tour.

(3) 'Salary' includes pay, acting allowance and charge allowance.

(b) When a daily-rated employee is made to officiate in a permanent monthly post, the acting incumbent may be allowed an allowance of 1/5th of the minimum pay of the post in which he officiates in addition to his own wages, provided that (i) the vacancy is for the duration of over a week, and (ii) the total emoluments of the acting incumbent do not exceed the minimum pay of the post in which he officiates, taking 26 days' wages as ecuivalent to one month's pay.

*D.7701-11/I&C. 401-44-2 dated 16th May 1945.

*17. Joining time leave on transfer. The transfer of the services of an employee from one Government industrial concern to another must be done only in the interests of both the institutions and when such transfer will not adversely affect the total cost of the sanctioned establishment. The approval of the ~~xx~~ Board of Management of Industrial Concerns, or Government, as the case may be, must be obtained in other cases.

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(b) When the transfer involves a change of station, the employee may be allowed joining time not exceeding seven days, including the period of journey. During the period of joining time, the employee may be allowed the pay or wages he was drawing in the concern from which he is transferred or of the pay of the new appointment, whichever is less.

Note: Joining time and allowances are not admissible in the case of an employee transferred at his own request or in consequence of misconduct from one concern to another.

(c) The joining time allowances and the travelling allowance, if admissible, will be paid by the concern to which the employee is transferred.

(d) When the transfer involves no change of station, an officer relieved in the forenoon should join the new appointment in the afternoon, and when relieved in the afternoon, on the following working day. If he overstays the leave, he will forfeit his pay or wages after the end of the joining time.

(e) The above rule (d) will not, however, affect the utilisation of joining time by an employee who is already on or granted privilege leave or furlough leave at the time his transfer is ordered. The joining time will follow immediately after the expiry of leave granted.

18. Termination of service. Every employee will be given [illegible] days' notice of termination of service, or pay in lieu thereof, provided that if an employee leaves during the period covered by the notice, pay will be given only for the period during which he actually worked.

Employees who wish to resign must give the Management the same notice, provided that when notice is given, the Management is entitled to accept it at once or at any time before the expiry of the notice.

When an employee's services are dispensed with for misconduct, absence without leave or wilful neglect of duty, he is not entitled to any notice.

Employees who leave the concern without notice, lose all accumulated leave, forfeit all undrawn pay and all rights to provident fund money, if any, contributed by the concern on his behalf.

19. Retirement. (a) All monthly-rated staff in superior service will ordinarily retire on attaining the age of 55 years. Extension of service may, however, be granted up to 60 years

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of age in exceptional cases on the recommendation of the head of the concern and for special reasons connected with the concern and not connected with the individual.

**up to six months) with the sanction of the Board of Management.

(b) All leave at the credit of the official shall lapse on the date on which he completes 55 years of age provided that if, in sufficient time before that date, he has applied for leave and has been refused leave in the interests of work, the head of the concern may grant the leave so refused subject to a maximum of two months.

(c) In exceptional cases, the limit of two months in the above clause may be extended**

20. Provident Fund. Contribution to the provident fund is compulsory in the case of all monthly-rated employees and daily-rated employees on a daily wage of twelve annas and more, who have put in an approved service of not less than three years. In the case of daily-rated employees drawing less than twelve annas a day, participation in the scheme will be optional.

*No.D.7630-6/I&C. 550-41-3 dated 2nd June 1942.

21. The contribution by the employees shall be one anna in the rupee of the pay or wages drawn by them every month.*

22. The contributions from the concern shall be equal to that paid by the employee.

23. Bonus on retirement. Every employee who is on consolidated monthly wages or on daily wages or in the menial establishment, and who is not entitled to the benefits of the provident fund may be given for each completed year of service a retiring bonus of half a month's pay for each year of service, based on the wages, including overtime, drawn by him during the last three years of service, provided the retirement is due to old age or ill-health, incapacitating him for further service and provided also that he has put in approved service for not less than fifteen years. The maximum bonus payable shall be fifteen months' wages.

*No.D.2680-7/I&C. 700-42-5 dated 16th October 1942.

*24. Bonus to the dependants of the deceased employee. The dependants of every deceased employee who was on consolidated monthly wages or on daily wages or in the menial establishment and who was not entitled to the benefits of the provident fund may be given for each completed year of service of the deceased employee, a bonus of half a month's pay for each year of service, based on the wages, including overtime, drawn by him during the last three years of service, provided the death is due to ill-health or accident, and provided also that he has put in an approved service for not less than five years. The maximum bonus thus payable shall be five months' wages.

Note: The term 'Dependant' includes the wife, legitimate children, father and mother dependant upon him for support.

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*Fl.3241-50/S&A. 80-44-3 dated 14th Novr.1945.

*25. Travelling allowance: Rules for the grant of travelling allowance to the members borne on the establishment of industrial concerns under the management of Government for journeys performed by them in the interests of Public Service.

Class.	Daily allowance.	Railway fare.	Mileage.
I. Persons drawing salaries* or wages above Rs.600/- per mensem.	2 annas for every Rs.10/- or fraction thereof subject to a maximum of Rs.10/-	Single I Class.	Re.0-6-0 per mile.
II. Persons drawing salaries or wages of Rs.250/- and above but not exceeding Rs.600/- per mensem.	2 annas for every Rs.10/- or fraction thereof.	Single II Class.	Re.0-4-0 per mile.
III. Persons drawing salaries or wages of Rs.150/- and above but less than Rs.250/- per mensem.	-do-	-do-	Re.0-3-0 per mile.
IV. Persons drawing salaries or wages of Rs.100/- and above but less than Rs.150/- per mensem.	-do-	Single III Class/Single Inter/ore avail-ile.	Re.0-2-0 per mile.
V. Persons drawing salaries or wages of Rs.50/- and above but less than Rs.100/- per mensem.	-do-	Single III Class.	-do-
VI. Persons drawing salaries or wages less than Rs.60/- per mensem.	-do- (subject to a minimum of Re.0-8-0)	-do-	-do- mile. -do-
VII. C o o l i e s.	-do-	-do-	Re.0-0-6/mile.

*Note. 'Salary' includes pay, acting allowance and charge allowance.

26. General rules: (a) Wherever there is a bus service and officer travells by bus actual fare plus daily allowance will be allowed instead of mileage, if the latter is costlier than the former.

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(b) Daily allowance will be allowed in addition to single railway fare or bus fare or combined with any of these. But when road mileage is drawn for the entire journey at specified above, no daily allowance will be admissible in addition in the case of under classes I to VI.

(c) No travelling allowance other than a permanent monthly allowance is admissible for any which an employee does not reach a distance exceeding 5 miles. But an employee travelling on duty within thereto from a distance exceeding 5 miles from headquarters or of headquarters is entitled to draw the actual amount spent by him in payment of tolls or railway fare.

(d) All Hajis exceeding 20 days, full daily allowance of the ordinary rates will Hajis/cases of Hajis not exceeding 20 days and at three-fourths of the ordinary rates thereafter ed only for the first 30 days and at three-fourths of the ordinary rates thereafter, however, to a maximum of eight annas.

(e) In respect of rapid marches by road, exceeding 50 miles a day, two thirds of the mile- only will be allowed for the distance in excess of 50 miles.

(f) In respect of daily-rated staff, their wages for purposes of travelling allowance ken to be 25 times the daily-rate, taking 25 days to be the number of working days average per month.

Conveyance allowance. The General Managers or Directors of the Industrial are authorised to grant conveyance allowance not exceeding Rs.40/- per month in cases where such conveyance is necessary, a conveyance day or halts within the station. The General Managers or the Directors may, in cases of illness, sanction the grant of this allowance to the staff not specifically mentioned above. These and not exceeding for the Directors should in no case be exceeded as above. The Directors should certify in the bills that such conveyances for which allowances

Transfer journeys. An employee coming under classes I to VII is entitled to the special rates of fare and allowance for journeys on transfer from one station for more than fifty miles, if the transfer is in the interest of public convenience at the request of the employee or in consequence of the abolition of his post and if he is entitled or wages during the period he is employed in such journeys. Periods should not be trans-

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	transferred save in exceptional cases:		
Class:	Railway fare.	Mileage.	Railway freight (at goods rate)
Class I	3 times I Class.	Three times the mileage rate to which he is entitled for journeys on tour.	Maximum of 20 Railway maunds in the case of officers drawing Rs.800/- and above, maximum of 15 railway maunds in the case of officers drawing Rs.250/- and above but less than Rs.800/-, maximum of 10 maunds in the case of those coming under Classes III to VI, and maximum of 5 maunds in the case of class VII.
Classes II to VI.	5 times the fare of the class to which they are entitled for journeys on tour.		
Class VII.	3 times Third Class.		

29. Temporary concessions: (i) Journeys within the State. The enhancement in the rates of mileage and daily allowance by 23-1/3% as sanctioned in G.O.No.Fl.1333-93/S & A.57-44-2 dated the 10th October 1944 is extended to employees of all industrial concerns under the Management of Government, subject to a minimum of 12 annas and maximum of Rs.10/- so long as this concession is in force in the case of other Government Departments.

(ii) Halts outside the State. The special rates of daily allowance fixed in G.O.No.Fl. 681-741/S&A.30-44-1 dated the 18th August 1944 are extended to all Government industrial concerns so long as this order is in force and subject to a maximum of Rs.20/- for halts at Bombay, Delhi and Calcutta, and maximum of Rs.15/- in other places, i.e., twice the D.A.in Calcutta, Bombay and Delhi, and one-and-a-half times D.A. in other places.

Sd/ M S [illegible]

Convener,
Board of Management
of Industrial Concerns.

Bangalore,
12-4-1946.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS

THE MAHARAJA OF MYSORE

~~The Controller Government Central Book Depot.~~
~~To The Commissioner of Labour in Mysore, Bangalore.~~

Read:- Government Order No.D.2086-92 / I & C 353-38-18 dated, 28th October 1941, issuing a set of uniform work service rules for regulating leave and other benefits to the employees in the Government Industrial establishments.

2. U.O. Note No.216 dated A.D/26-1-1946 from the Comptroller to Government furnishing his remarks on the draft consolidated rules proposed by the Convener, Board of Management of Industrial Concerns.

3. Corespondence ending with U.O. Note No.890 dated 18th April 1946, from the Convener, Board of Management of Industrial Concerns, forwarding a final draft of the consolidated rules incorporating the suggestions of the Comptroller etc., and requesting approval of Government, in the circumstances exaplained (1) for the draft consolidated rules, 2) to get 300 copies of the same printed at the Government Press, for distribution, (3) to keep 100 copies of of the same ppriced at Re.0-2-0 a copy for sales, in the Government Book Depot.

xxx to be issued in Printing

ORDER NO. D 260-266/46-8 52-44-5

DATED BANGALORE 6-JULY 1946.

The Government Order regarding the Work Service Rules was issued in the year 1941 for the benefit of the employees of Government Industrial Concerns and the Rules have undergone modifications since then. It was therefore considered necessary to bring these rules upto date incorporating all the amendments. The Convener, Board of Management of Industrial Concerns was requested to prepare a draft of the consolidated rules, in consultation with the General Manager, Mysore Iron and Steel Works, and the Comptroller. The draft accordingly submitted by the Convener with the slight modifications proposed are approved.

The Superintendent, Government Printing is authrorised to print and supply 300 copies of these rules to the Convener, Board of Management of Industrial Concerns, for distribution. 25 Copies of of the same may be supplied to the Industries and Commerce Branch of the Secretariat.

SECRETARY TO GOVERNMENT
DEVELOPMENT DEPARTMENT.

To

The Convener, The Board of Management of Industrial Concerns.
" Comptroller to Govt. through Financial Department.
" The General Manager, Mysore Iron and Steel Works.
" Director of Industries and Commerce.
" Director of Textiles in Mysore.
" Director of Sandal Wood Oil Factory.
" General Manager, Mysore State Railways

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS

THE MAHARAJA OF MYSORE

The Ceurator Government Central Book Depot.
To The Commissioner of Labour in Mysore, Bangalore.
~~The Chief Conservator of Forests~~

Read:- Government Order No. D. 2086-92 I & C 37-38-18 dated, 28th October 1941, issuing a set of uniform Work Service rules for regulating leave and other benefits to the employees in the Government Industrial establishments.

2. U.O. Note No.216 -2 A.D.26-1-1946 from the Comptroller to Government furnishing his remarks on the draft consolidate rules proposed by the Convener, Board of Management of Industrial Concerns.

3. Correspondence ending with U.O. Note No.290 dated 18th April 1946, from the Convener, Board of Management of Industrial Concerns, forwarding a final draft of the consolidated rules incorporating the suggestions of the Comptroller etc., and requesting approval of Government, in the circumstances explained (1) for the draft consolidated rules, 2) to get 300 copies of the same printed at the Government Press, for distribution, (3) to keep 100 copies of the same priced at Re.0-2-0 a copy for sales, in the Government Book Depot.

ORDER NO.

DATED BANGALORE JULY 1946.

The Government Order regarding the Work Service Rules was issued in the year 1941 for the benefit of the employees of Government Industrial Concerns and the Rules have gone modifications since then. It was therefore considered necessary to bring these rules upto date incorporating all the amendments. The Convener, Board of Management of Industrial Concerns was requested to prepare a draft of the consolidated rules, in consultation with the General Manager, Mysore Iron and Steel Works, and the Comptroller. The draft amendments submitted by the Convener with the slight modifications proposed are approved.

The Superintendent, Government Printing is authorised to print and supply 300 copies of these rules to the Convener, Board of Management of Industrial Concerns, for distribution. Copies of the same may be supplied to the Industries and Commerce Branch of the Secretariat.

To

The Convener, The Board of Management of Industrial Concerns.
" Comptroller to Govt. through Financial Department.
" The General Manager, Mysore Iron and Steel Works.
" Director of Industries and Commerce.
" Director of Textiles in Mysore.
" Director of Sandal Wood Oil Factory.
" General Manager, Mysore State Railways

SECRETARY TO GOVERNMENT
DEVELOPMENT DEPARTMENT.

App. F. VI, G. 10.

S.O.

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS

Work Service Rules

Approving the compilation ~~for~~ applicable for the Govt Industrial establishments

G. O. No. Dpbo - 26/54 52-44-5 (10) DATED 6/5-7-54

May this be -

i. printed? — Yes 500 Copies (remainder to be printed after incorporating the Amendment in Page I)

ii. treated as a standing order? — Yes.

iii. published in the Gazette, English Part? } No

iv. translated? }

v. placed at the disposal of the Press? }

vi. published in the Gazette, Kannada Part? }

25 reprint Copies As authorised 125 Copies may be sent to the Branch Press for the Commercial, Board & Management for Industrial Concerns, Govt Soap Factory Building, Bangalore.

The original typed rules (C.P.W.) sent may be returned to the Secretariat, after use.

Sd/- M. S. Puttaswamy

for Secretary

Supdt. Govt Printing

REVISED DRAFT.

Work Service Rules applicable to Government industrial establishments.

Reference to Govt. Orders. ~~for Modifications.~~	Rules.
1	2
	These rules apply to the employees in the Government industrial concerns. The cases of covenanted employees are governed by the terms of contract entered into with them, and the cases of the employees whose services have been lent from the other departments of Government by the provisions of the Mysore Service Regulations.
*D.5614-23/I&C. 67-43-7 dated 28- 1- 1946.	* 2. No person in a Government industrial concern should be employed on monthly pay or on consolidated monthly wages in the operation sections of a factory except to the posts sanctioned therefor by the Board or Government.
	Note: The office staff including peons and watchmen who are not entitled to overtime wages may be employed, if required, on monthly pay and be allowed the leave concessions now granted to such staff under these Rules.
	3. Leave of absence: All leave is granted at the convenience of the Management and the Management is free in its discretion to refuse, revoke or curtail the leave subject to exigencies of work.
	4. Pay: By pay in these rules is to be understood an employee's substantive rate of pay per mensem or per diem, exclusive of all allowances (other than Personal), extras or overtime.
	5. Casual leave for monthly-rated staff: No employee is entitled to casual leave, but casual leave on full pay not exceeding seven days may be given in a calendar year in case of sickness, private affairs and for other urgent reasons.
	This rule applies both to the permanent and temporary employees.
	Note: (1) Casual leave cannot be combined with any other leave.
	(2) In the case of new entrants who have not completed one year's service, casual leave will be granted to the extent of one day for every completed three months' service.

1	2

6. Privilege leave: Monthly-rated staff: On the Management being satisfied of the good conduct and regular attendance of an employee, he will, on his written request, be allowed privilege leave of one month's duration with full pay for every year of continuous service, provided that such leave shall be given when it is convenient to the Management and is not detrimental to the operation of the department in which the employee is engaged. This leave can be accumulated up to a limit of three months.

Note: (1) An employee with less than a year's service from date of appointment is not entitled to privilege leave.

(2) If the Management offers the leave at its convenience and the employee rejects such offer, he shall forfeit leave to the extent offered.

*D.6763-9/I&C. 3-43-10 dated 27th April 1944.

*(3) Leave without allowances, not exceeding on the whole one month, granted to an employee during the first year of his service is not an interruption to continuous service qualifying for privilege leave.

*D.7027-33/I&C. 379-43-2 dated 6th May 1944.

*(4) Employees (both Gazetted and non-Gazetted) in all industrial establishments who were counting leave under the Mysore Service Regulations prior to 28th October 1941, will be allowed to continue to have the leave benefits under those Regulations.

*No.D.808-15/I&C. 3-43-17 dated 1st August 1944.

*(5) Calculation of leave: One month's leave for every completed year of service, and for the balance, one day for every twelve days of completed service may be allowed.

7. Privilege leave ~~limit~~ on full pay can be combined with furlough and leave without allowances, but not with casual leave (vide Note 1 to rule 5 above).

*No.D.6763-9/I&C. 3-43-10 dated 27th April 1944.

8. Privilege leave is not earned by an employee during a period of leave of the same kind or during furlough or leave without allowances, or during suspension from office for misconduct, unless the authority competent to pass final orders in the case expressly orders that the period of suspension shall qualify.*

9. Privilege leave: Daily-rated staff: (a) On the Management being satisfied of the good conduct and regular attendance of an employee, he will be allowed a vacation of two weeks' duration for every completed year's service, provided that such leave shall be given when it is convenient to the Management and is not detrimental to the operation of the

1	2

department in which the employee is engaged. If the Management offers leave at its conve and the employee rejects such offer, he shall forfeit leave to the extent of the period

Such leave may be accumulated up to a total period of six weeks in all.

(b) Religious holidays with full wages will be given for two days in every calendar y

*No.D.808-15/I&C-3-43-18 dated 1st August 1944.

Note: *(1) Calculation of leave. A vacation of two weeks' duration for every completed year of service, and for the balance one day for every twenty-six days' of completed service may be allowed.

(2) The expression 'Daily-rated staff' includes the staff borne on the rolls of the factory and are employed on job piece work basis from time to time. ~~(Procedure in pre-vious.)~~

*No.D.3030-7/I&C. 252-38-20 dated 9th Decr.1941.

(c) *In the case of daily-rated staff recruited for temporary works, privilege leave will be admissible provided the employee has put in a total service of 310 days in all even though there have been interruptions.

10. Furlough leave on half pay: Monthly-rated employees drawing Rs.30/- per month or more, who have served continuously for seven years, will be allowed six months' leave on half pay, which may, at their option, be converted to three months' leave on full pay, fo every such period of seven years' continuous service.

The pay during such leave will be calculated on the average pay drawn for the twelve months preceding the leave.

Leave under this rule may, however, be sanctioned to an employee who has not served for seven years, as a special case, to the extent of leave earned in proportion to service actually rendered till the date of application, provided that a competent Medical Officer certifies that leave to the employee is necessary on account of ill-health. The maximum amount of leave that may be anticipated at any time under this clause shall not exceed thr months on half pay, which may be converted to leave on full pay for half the period.*

*No.D.7141-8/I&C. 89-43-2 dated 9th May 1944.

Note: (1) For the purpose of this rule, continuous service includes privilege of absence granted under the Workmen's Compensation Rules, but not periods of furlough and leave without allowances.

1	2
	(2) The date from which the employees were placed on monthly pay basis, should be reckoned for purposes of calculating furlough.
	(3) If an employee is brought on daily-rated staff from monthly-rated basis, the service on the latter basis may be regarded as service on the daily-rated basis itself.
No.D.7027-33/I&C, 379-43-2 dated 6th May 1944.	*(4) Employees (Both Gazetted and non-Gazetted) in all the Government industrial establishments who were counting leave under the Mysore Service Regulations prior to 28th October 1941 be allowed to continue to have the leave benefits under those Rules.
No.D.7189-99/I&C. 3-43 dated 12th May 1944.	*(5) Maximum furlough leave: The maximum furlough leave that may be allowed to accumulate may be limited to twelve months on half pay or six months on full pay. The maximum furlough leave that may be taken at one time may be limited to six months on half pay or three months on full pay.
*No.D.5614-28/I&C. 67-43-7 dated 28th January 1946.	*11. Sick Leave: A daily-rated permanent employee when he is ill may also be allowed, on production of a certificate from the Medical Officer attached to the concern or from a Registered Medical Practitioner, sick leave for a period of two weeks on half pay or for a period of one week on full pay at his option, in a calendar year. Employees now on monthly pay or on consolidated monthly wages and who are now being allowed one month's vacation for every completed year of service and casual leave for seven days in a calendar year under these rules are not entitled to sick leave. 12. Leave without pay: Leave without pay may be granted at any time when no other leave is admissible and when special circumstances render it necessary. It may be granted in continuation of other leave. 13. Absence without leave and overstayal will involve loss of pay and render the absentee liable to loss of appointment. If the default of the official is due to circumstances beyond his control he may be exempted from loss of appointment at the discretion of the head of the concern, but not from loss of allowances during the period of absence without leave.
*No.D.6822-8/I&C. 503-43-2 dated 11th April 1945.	14. Acting allowance to monthly-rated staff: A permanent employee in the month

1 | 2

establishment, when acting in a higher vacancy for a continuous period of seven days or m shall draw the pay of his substantive post plus 20% of the pay of the post in which he is acting, or if such post is on a graded scale 20% of the minimum of the grade, provided th the total emoluments so drawn shall not exceed the pay of the higher post or the minimum the scale of the higher post, if such post is on a graded scale.

No.D.6822-8/I&C. 503-43-2 dated 11th April 1945.

15. Charge allowance to the monthly-rated staff: When an officer is appointed to b only in charge of the current duties of an officer in addition to his own duties, he is entitled to a charge allowance to be fixed by the authority competent to appoint him, as such not exceeding one-tenth of the pay of the office of which he is put in additiona charge.

16. (a) No acting allowance or charge allowance shall be give[illegible] provided in rules 14 and 15 above, unless the post in which an employee is acti[illegible] or is in charge involves undertaking of higher responsibility or of more arduous [illegible]or' than is involved in the sub tive [illegible] of the employee.

Note: (1) The salary of an employee appointed to be in charge of the current duties of an additional officer shall never exceed the salary which he would receive for acting in the office.

(2) No acting or charge allowance is admissible to a subordinate employe empowered to dispose of routine business while his superior is on

(3) 'Salary' includes pay, acting allowance and charge allowance.

(b) When a daily-rated employee is made to officiate in a permanent monthly acting incumbent may be allowed an allowance of 1/5th of the minimum pay of the he officiates in addition to his own wages, provided that (i) the vacancy is of over a week, and (ii) the total emoluments of the acting incumbent do not mum pay of the post in which he officiates, taking 26 days' wages as equival pay.

*D.7701-11/I&C. 401-44-2 dated 16th May 1945.

*17. Joining time leave on transfer. The transfer of the services of an one Government industrial concern to another must be done only in the inte institutions and when such transfer will not adversely affect the total co tioned establishment. The approval of the Board of Management of Indu Government, as the case may be, must be obt[illegible] in other cases.

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(2) The date from which the employees were placed on monthly pay basis, should be reckoned for purposes of calculating furlough.

(3) If an employee is brought on daily-rated staff from monthly-rated basis, the service on the latter basis may be regarded as service on the daily-rated basis itself.

No.D.7027-33/I&C. 379-43-2 dated 6th May 1944.

*(4) Employees (Both Gazetted and non-Gazetted) in all the Government industrial establishments who were counting leave under the Mysore Service Regulations prior to 28th October 1941 be allowed to continue to have the leave benefits under those Rules.

No.D.7189-99/I&C. 3-43 dated 12th May 1944.

*(5) Maximum furlough leave: The maximum furlough leave that may be allowed to accumulate may be limited to twelve months on half pay or six months on full pay. The maximum furlough leave that may be taken at one time may be limited to six months on half pay or three months on full pay.

*No.D.5614-28/I&C. 67-43-7 dated 28th January 1946.

*11. Sick Leave: A daily-rated permanent employee when he is ill may also be allowed, on production of a certificate from the Medical Officer attached to the concern or from a Registered Medical Practitioner, sick leave for a period of two weeks on half pay or for a period of one week on full pay at his option, in a calendar year.

Employees now on monthly pay or on consolidated monthly wages and who are now being allowed one month's vacation for every completed year of service and casual leave for seven days in a calendar year under these rules are not entitled to sick leave.

12. Leave without pay: Leave without pay may be granted at any time when no other leave is admissible and when special circumstances render it necessary. It may be granted in continuation of other leave.

13. Absence without leave and overstayal will involve loss of pay and render the absentee liable to loss of appointment. If the default of the official is due to circumstances beyond his control he may be exempted from loss of appointment at the discretion of the head of the concern, but not from loss of allowances during the period of absence without leave.

*No.D.6822-8/I&C. 503-43-2 dated 11th April 1945.

14. Acting allowance to monthly-rated staff: A permanent employee in the monthly-rated

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(b) When the transfer involves a change of station, the employee may be allowed joining time not exceeding seven days, including the period of journey. During the period of joining time, the employee may be allowed the pay or wages he was drawing in the concern from which he is transferred or of the pay of the new appointment, whichever is less.

Note: Joining time and allowances are not admissible in the case of an employee transferred at his own request or in consequence of misconduct from one concern to another.

(c) The joining time allowances and the travelling allowance, if admissible, will be paid by the concern to which the employee is transferred.

(d) When the transfer involves no change of station, an officer relieved in the forenoon should join the new appointment in the afternoon, and when relieved in the afternoon, on the following working day. If he overstays the leave, he will forfeit his pay or wages after the end of the joining time.

(e) The above rule (d) will not, however, affect the utilisation of joining time by an employee who is already on or granted privilege leave or furlough leave at the time the transfer is ordered. The joining time will follow immediately after the expiry of leave granted.

18. Termination of service. Every employee will be given 15 days' notice of termination of service, or pay in lieu thereof, provided that if an employee leaves during the period covered by the notice, pay will be given only for the period during which he actually worked.

Employees who wish to resign must give the Management the same notice, provided that when notice is given, the Management is entitled to accept it at once, at any time before the expiry of the notice.

When an employee's services are dispensed with for misconduct, absence without leave or wilful neglect of duty, he is not entitled to any notice.

Employees who leave the concern without notice, lose all accumulated leave, [illegible] undrawn pay and all rights to provident fund money, if any, contributed by the concern on his behalf.

19. Retirement. (a) All monthly-rated staff in superior service will ordinarily retire on attaining the age of 55 years. Extension of service may, however, be granted [illegible] year

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**up to six months with the sanction of the Board of Management.

of age in exceptional cases on the recommendation of the head of the concern and for special reasons connected with the concern and not connected with the individual.

(b) All leave at the credit of the official shall lapse on the date on which he completes 55 years of age provided that if, in sufficient time before that date, he has applied for leave and has been refused leave in the interests of work, the head of the concern may grant the leave so refused subject to a maximum of two months.

(c) In exceptional cases, the limit of two months in the above clause may be extended.

20. Provident Fund. Contribution to the provident fund is compulsory in the case of all monthly-rated employees and daily-rated employees on a daily wage of twelve annas and more, who have put in an approved service of not less than three years. In the case of daily-rated employees drawing less than twelve annas a day, participation in the scheme will be optional.

*No.D.7630-6/I&C. 550-41-3 dated 2nd June 1942.

21. The contribution by the employees shall be one anna in the rupee of the pay or wages drawn by them every month.*

22. The contributions from the concern shall be equal to that paid by the employee.

23. Bonus on retirement. Every employee who is on consolidated monthly wages or on daily wages or in the menial establishment, and who is not entitled to the benefits of the provident fund may be given for each completed year of service a retiring bonus of half a month's pay for each year of service, based on the wages, including overtime, drawn by him during the last three years of service, provided the retirement is due to old age or ill-health, incapacitating him for further service and provided also that he has put in approved service for not less than fifteen years. The maximum bonus payable shall be fifteen months' wages.

*No.D.2680-7/I&C. 700-42-5 dated 16th October 1942.

*24. Bonus to the dependants of the deceased employee. The dependants of every deceased employee who was on consolidated monthly wages or on daily wages or in the menial establishment and who was not entitled to the benefits of the provident fund may be given for each completed year of service of the deceased employee, a bonus of half a month's pay for each year of service, based on the wages, including overtime, drawn by him during the last three years of service, provided the death is due to ill-health or accident, and provided also that he has put in an approved service for not less than five years. The maximum bonus thus payable shall be five months' wages.

Note: The term 'Dependant' includes the wife, legitimate children, father and mother dependant upon him for support.

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*Fl.3241-50/S&A. 80-44-3 dated 14th Novr.1945.	*25. Travelling allowance: Rules for the grant of travelling allowance to the members for the establishment of industrial concerns under the management of Government for journe formed by them in the interests of Public Service.		
Class.	Daily allowance.	Railway fare.	Mil e
I. Persons drawing salaries* or wages above Rs.600/- per mensem.	2 annas for every Rs.10/- or fraction thereof subject to a maximum of Rs.10/-	Single I Class.	Re.0-6-0 p mil
II. Persons drawing salaries or wages of Rs.250/- and above but not exceeding Rs.600/- per mensem.	2 annas for every Rs.10/- or fraction thereof.	Single II Class.	Re.0- mil
III. Persons drawing salaries or wages of Rs.150/- and above but less than Rs.250/- per mensem.	-do-	-do-	Re. mil
IV. Persons drawing salaries or wages of Rs.100/- and above but less than Rs.150/- per mensem.	-do-	Single III Class/Re or Single Inter where available.	mil
V. Persons drawing salaries or wages of Rs.50/- and above but less than Rs.100/- per mensem.	-do-	Single III Class.	
VI. Persons drawing salaries or wages less than Rs.50/- per mensem.	-do- (subject to a minimum of Re.0-8-0)	-do-	Re
VII. Coolies.	-do-	-do-	Re

*Note. 'Salary' includes pay, acting allowance and charge allowance.

26. General rules: (a) Wherever there is a bus service and the officer tra actual fare plus daily allowance will be allowed instead of mileage, if the lat lier than the former.

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(b) Daily allowance will be allowed in addition to single railway fare or bus fare or mileage combined with any of these. But when road mileage is drawn for the entire journey at the rates specified above, no daily allowance will be admissible in addition in the case of those coming under classes I to VI.

(c) No travelling allowance other than a permanent monthly allowance is admissible for any day on which an employee does not reach a distance exceeding 5 miles from headquarters or return thereto from a distance exceeding 5 miles. But an employee travelling on duty within 5 miles of headquarters is entitled to draw the actual amount spent by him in payment of ferry and other tolls or railway fare.

(d) In all cases of halts exceeding 30 days, full daily allowance at the ordinary rates will be allowed only for the first 30 days and at three-fourths of the ordinary rates thereafter, subject, however, to a minimum of eight annas.

(e) In respect of rapid marches by road, exceeding 50 miles a day, two thirds of the mileage rate only will be allowed for the distance in excess of 50 miles.

(f) In respect of daily-rated staff, their wages for purposes of travelling allowance will be taken to be 25 times the daily-rate, taking 25 days to be the number of working days on an average per month.

27. Conveyance allowance. The General Managers or Directors in charge of the industrial concerns are authorised to grant in cases where such conveyances are necessary, a conveyance allowance not exceeding Rs.10/- per day of halt in places outside the State and not exceeding Rs.5/- per day for halts within the State. The General Manager or the Directors will examine such claims very carefully with reference to the work done by the officer before sanctioning C.A . and the grant of this concession should in no case be as a matter of course. The General Manager or the Directors should certify in the bills that such conveyances for which allowances are sanctioned as above were actually employed in the interest of public service.

28. Transfer journeys. An employee coming under classes I to VII is entitled to the following special rates of travelling allowance for journeys on transfer from one station to another for more than three months, if the transfer is in the interest of public convenience and not at the request of the employee or in consequence of misconduct and if he is entitled to salary or wages during the time occupied in such journeys. Menials should not be [illegible]

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	transferred save in exceptional cases:		
Class:	Railway fare.	Mileage.	Railway freight (at goods rate)
Class I	3 times I Class.	Three times the mileage rate to which he is entitled for journeys on tour.	Maximum of 20 Railway maunds in the case of officers drawing Rs.800/- and above, maximum of 15 railway maunds in the case of officers drawing Rs.250/- and above but less than Rs.800/=, maximum of 10 maunds in the case of those coming under Classes III to VI, and maximum of 5 maunds in the case of class VII.
Classes II to VI.	5 times the fare of the class to which they are entitled for journeys on tour.		
Class VII.	3 times Third Class.		

29. Temporary concessions: (i) Journeys within the State. The enhancement in the rates of mileage and daily allowance by 33-1/3% as sanctioned in G.O.No.Fl.1333-93/S & A.57-44-2 dated the 10th October 1944 is extended to employees of all industrial concerns under the Management of Government, subject to a minimum of 12 annas and maximum of Rs.10/- so long as this concession is in force in the case of other Government Departments.

(ii) Halts outside the State. The special rates of daily allowance fixed in G.O.No.Fl. 681-741/S&A.30-44-1 dated the 18th August 1944 are extended to all Government industrial concerns so long as this order is in force and subject to a maximum of Rs.20/- for halts at Bombay, Delhi and Calcutta, and maximum of Rs.15/- in other places, i.e., twice the D.A.in Calcutta, Bombay and Delhi, and one-and-a-half times D.A. in other places.

Ramachandra 17.4.46
Convener,
Board of Management
of Industrial Concerns.

Bangalore,
.2-4-1946.

G. R. S. App. F VI.—G. 2]

SUBJECT.....

.....

.....

12 Copies

Diary No. of letter replied to .....

Section. 9+C

File No. 52-44

Serial No. 5.

General and Revenue Secretariat.

( )

the *194*

Proceedings of the Government of His Highness the Maharaja of Mysore.

Date of issue 6-7- 1946.

Signed by M.R.

May this be—

(i) printed ?

(ii) treated as a Standing Order ?

(iii) published in the Gazette, English Part ?

(iv) translated ?

(v) placed at the disposal of the Press ?

(vi) published in the Gazette, Kannada Part ?

Read G.O. No. D. 2086-92 dt 252-38-18, dated 28.10.1946, issuing a set of uniform work service rules for regulating leave & other benefits to the employees in the Govt Sub establishments.

2. R.O. note No. 216 dtd 26.1.46 from the Comptr to Order thereon.—No. Govt furnishing his remarks on the draft Consolidated Rules proposed by the Commnr, B.M. &c.

3. Correspondence ending with R.O. note No. 1590 dated 18.4.1946, from the Commnr, B.M. &c. forwarding a final draft of the Consolidated

with the approval given by the Council of the Rules [illegible] regarding appeal by each [illegible] the circumstances explained (1) to the drafting of Consolidated Rules, 2) to get 300 copies of the same printed at the Govt Press, for distribution, 3) to keep 100 copies of the same priced at 0-2-0 a copy for sale in the Govt Central Book Depot.

(XXX to be issued in Print Form)

Order No. D 260-66/J&C. 52-44-5 dt 6.7.46

G.O. regarding the
The World Tennis Rules was
issued in the year 1946
for the benefit of the employees
of the Govt. Said Concern ~~with the~~ in Rules form
underwent ~~a number of~~
modifications since then. It was thus,
Kempson, considered necessary to
bring the Rules up to date
incorporating the amendments.
The Council, B.C.C. I.C. was therefore
requested to ~~forward~~ draft the
Draft ~~Govt~~ Rules, in consultation

List of Enclosures

Copied by

Examined by

G. R. S. App. F. G. 3

GENERAL AND REVENUE SECRETARIAT.

(*Continuation sheet draft form.*)

with the G. of M. Dpo. for Comptroller. The draft ~~Guardians' Rules~~ amendments submitted by the Controller, with slight modifications proposed are approved ~~& may be adopted in the~~ the Govt. Rules Concerning

The Supt. Govt Printing is authorised to print supply 500 Copies of the Rules to the Commer, B. of M. Dpo. for distribution ~~& 250~~ Copies of the same may be supplied to the Dpo ~~Dpo~~ for the use

Ch. 19/6

P. G. Devlin

1) The Commer, B. of M. Dpo.
2) The Comptroller Med. Dpo.
3) The G. of M. Dpo.
4) The Dir. of Educ'n
5) The Dir. of Agr.
6) The Dir. of Forests.
7) The Dir. of Dpo.
8) The G. of M. S Ry.
9) The Commr. of Lands
10) The Curator Govt Central Bank Depos.
11) The Supt. Govt Printing

WD 0565—GPB—22,500—8-11-38

Proof for Approval

S. O.

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. D. 260-266—I. & C. 52-44-5, dated 6—15th July 1946.

Work Service Rules.

Approves the consolidated —— applicable for the Government Industrial Establishments.

READ—

Government Order No. D. 2086-92—I. & C. 353-38-18, dated 28th October 1941, issuing a set of uniform work service rules for regulating leave and other benefits to the employees in the Government Industrial Establishments.

2. U. O. Note No. 216-9 A. D. dated 26th January 1946 from the Comptroller to Government furnishing his remarks on the draft consolidated rules proposed by the Convenor, Board of Management of Industrial Concerns.

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ORDER No. D. 260-266—I. & C. 52-44-5, DATED BANGALORE, THE 6TH JULY 1946.

The Government Order regarding the Work Service Rules was issued in the year 1941 for the benefit of the employees of Government Industrial Concerns and the Rules have under gone modifications since then. It was therefore considered necessary to bring these rules up to date incorporating all the amendments. The Convener, Board of Management of Industrial Concerns was requested to prepare a draft of the consolidated rules, in consultation with the General Manager, Mysore Iron and Steel Works, and the Comptroller. The draft accordingly submitted by the Convener with the slight modifications proposed are approved.

The Superintendent, Government Printing is authorised to print and supply 500 copies of these rules to the Convener, Board of Management of Industrial Concerns, for distribution. Two hundred and twenty-five copies of the same may be supplied to the Industries and Commerce Branch of the Secretariat.

C. E. NORONHA,
Secretary to Government,
Development Department.

To—The Convener, the Board of Management for Industrial Concerns.
The Comptroller to Government through the Financial Department.
The General Manager, Mysore Iron and Steel Works.
The Director of Industries and Commerce in Mysore.
The Director of Textiles in Mysore.
The Director of Sandal Wood Oil Factory in Mysore.
The General Manager, Mysore State Railway.
The Superintendent, Government Central Book Depot.
The Commissioner of Labour in Mysore, Bangalore.

Exd.—T. N. S.

No. F. 260-266—I. & C. 52-44-5, DATED 15TH JULY 1946.

ANNEXURE.

REVISED DRAFT.

Work Service Rules applicable to Government Industrial Establishments.

Reference to Government Orders	Rules
	These rules apply to the employees in the Government Industrial Concerns. The cases of covenanted employees are governed by the terms of contract entered into with them, and the cases of the employees whose services have been lent from the other departments of Government by the provisions of the Mysore Service Regulations.
D. 5614-23—I. & C. 67-43-7, dated 28th January 1946.	2. No person in a Government Industrial Concern should be employed on monthly pay or on consolidated monthly wages in the operation sections of a factory except to the posts sanctioned therefor by the Board or Government. *Note.*—The office staff including peons and watchmen who are not entitled to overtime wages may be employed, if required, on monthly pay and be allowed the leave concessions now granted to such staff under these Rules.
	3. *Leave of absence.*—All leave is granted at the convenience of the Management and the Management is free in its discretion to refuse, revoke or curtail the leave subject to exigences of work.
	4. *Pay.*—By pay in these rules is to be understood an employee's substantive rate of pay per mensem or per diem, exclusive of all allowances (other than Personal), extras or overtime.
	5. *Casual leave for monthly-rated staff.*—No employee is entitled to casual leave, but casual leave on full pay not exceeding seven days may be given in a calendar year in case of sickness, private affairs and for other urgent reasons. This rule applies both to the permanent and temporary employees. *Note.*—(1) Casual leave cannot be combined with any other leave. (2) In the case of new entrants who have not completed one year's service, casual leave will be granted to the extent of one day for *every completed three months' service.*
	6. *Privilege leave: Monthly-rated staff.*—On the Management being satisfied of the good conduct and regular attendance of an employee, he will, on his written request, be allowed privilege leave of one month's duration with full pay for every year of continuous service, provided that such leave shall be given when it is convenient to the Management and is not detrimental to the operation of the department in which the employee is engaged. This leave can be accumulated up to a limit of three months. *Note.*—(1) An employee with less than a year's service from date of appointment is not entitled to privilege leave. (2) If the Management offers the leave at its convenience and the employee rejects such offer, he shall forfeit lave to the extent offered.
D. 6763-9—I. &. C. 3-43-10, dated 27th April 1944.	(3) Leave without allowances, not exceeding on the whole one month granted to an employee during the first year of his service is not an interruption to continuous service qualifying for privilege leave.
D. 7027-33—I. & C. 379-43-2, dated 6th May 1944.	(4) Employees (both Gazetted and non-Gazetted) in all industrial establishments who were counting leave under the Mysore Service Regulations prior to 28th October 1941, will be allowed to continue to have the leave benefits under those Regulations.
No. D. 808-15—I. & C. 3-43-17, dated 1st August 1944.	(5) *Calculation of Leave.*—One month's leave for every completed year of service, and for the balance one day for every twelve days of completed service may be allowed.
	7. Privilege leave on full pay can be combined with furlough and leave without allowances, but not with casual leave (*vide* Note 1 to rule 5 above).
No. D. 6763-9—I. & C. 3-43-10, dated 27th April 1944.	8. Privilege leave is not earned by an employee during a period of leave of the same kind or during furlough or leave without allowances, or during suspension from office *for misconduct, unless the authority competent to pass final orders in the case expressly orders that the period of suspension shall qualify.*
	9. *Privilege leave: Daily-rated staff.*—(*a*) On the Management being satisfied of the good conduct and regular attendance of an employee, he will be allowed a vacation of two weeks' duration for every completed year's service, provided that such leave shall be given when it is convenient to the Management and is not detrimental to the operation of the department in which the employee is engaged. If the Management offers leave at its convenience and the employee rejects such offer, he shall forfeit leave to the extent of the period offered. Such leave may be accumulated up to a total period of six weeks in all.
No. D. 808-15—I. & C. 3-43-18, dated 1st August 1944.	(*b*) Religious holidays with full wages will be given for two days in every calender year. *Note.*—(1) *Calculation of Leave.*—A vacation of two weeks' duration for every completed year of service, and for the balance one day for every twenty-six days' of completed service may be allowed. (2) The expression 'Daily-rated staff' includes the staff borne on the rolls of the factory and are employed on job piece work basis from time to time.

No. F. 260-266—I. & C. 52-44-5, DATED 15TH JULY 1946.

Reference to Government Orders	Rules
No. D. 3030-7—I. & C. 252-38-20, dated 9th December 1941.	(c) In the case of daily-rated staff recruited for temporary works, privilege leave will be admissible provided the employee has put in a total service of 310 days in all even though there have been interruptions.
	10. *Fourlough leave on half pay.*—Monthly-rated employees drawing Rs. 30 per month or more, who have served continuously for seven years, will be allowed six months' leave on half pay, which may, at their option, be converted to three months' leave on full pay, for every such period of *seven* years' continuous service.
	The pay during such leave will be calculated on the average pay drawn for the twelve months preceding the leave.
No. D. 7141-8—I. & C. 89-43-2, dated 9th May 1944.	Leave under this rule may however, be sanctioned to an employee who has not served for seven years, as a special case, to the extent of leave earned in proportion to service actually rendered till the date of application, provided that a competent Medical Officer certifies that leave to the employee is necessary on account of ill-health. The maximum amount of leave that may be anticipated at any time under this clause shall not exceed three months on half pay, *which may be converted to leave on full pay for half the period.*
	Note.—(1) For the purpose of this rule, continuous service includes privilege of absence granted under the Workmen's Compensation Rules, not but periods of furlough and leave without allowances.
	(2) The date from which the employees were placed on monthly pay basis, should be reckoned for purposes of calculating furlough.
	(3) If an employee is brought on daily-rated staff from monthly-rated basis, the service on the latter basis may be regarded as service on the daily-rated basis itself.
No. D. 7027-33—I. & C. 379-43-2, dated 6th May 1944.	(4) Employees (Both Gazetted and non-Gazetted) in all the Government industrial establishments who were counting leave under the Mysore Service Regulations prior to 28th October 1941 be allowed to continue to have the leave benefits under those Rules.
No. D. 7189-99—I. & C. 3-43, dated 12th May 1944.	(5) *Maximum furlough leave.*—The maximum furlough leave that may be allowed to accumulate may be limited to twelve months on half pay or six months on full pay. The maximum furlough leave that may be taken at one time may be limited to six months on half pay or three months on full pay.
No. D. 5614-23—I. & C. 67-43-7, dated 28th January 1946.	11. *Sick Leave.*—A daily-rated permanent employee when he is ill may also be allowed, on production of a certificate from the Medical Officer attached to the concern or from a Registered Medical Practitioner, sick leave for a period of two weeks on half pay or for a period of one week on full pay at his option, in a calender year.
	Employees now on monthly pay or on consolidated monthly wages and who are now being allowed one month's vacation for every completed year of service and casual leave for seven days in a calendar year under these rules are not entitled to sick leave.
	12. *Leave without pay.*—Leave without pay may be granted at any time when no other leave is admissible and when special circumstances render it necessary. It may be granted in continuation of other leave.
	13. Absence without leave and overstayal will involve loss of pay and render the absentee liable to loss of appointment. If the default of the official is due to circumstances beyond his control he may be exempted from loss of appointment at the discretion of the head of the concern, but not from loss of allowances during the period of absence without leave.
No. D. 6822-8—I. & C. 503-43-2, dated 11th April 1945.	14. *Acting allowance to monthly-rated staff.*—A permanent employee in the monthly-rated establishment, when acting in a higher vacancy for a continuous period of seven days or more shall draw the pay of his substantive post plus 20 per cent of the pay of the post in which he is acting, or if such post is on a graded scale 20 per cent of the minimum of the grade, provided that the total emoluments so drawn shall not exceed the pay of the higher post or the minimum of the scale of the higher post, if such post is on a graded scale

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No. F. 260-266—I. & C. 52-44-5, DATED 15TH JULY 1946.

Reference to Government Orders	Rules
No. D. 6822-8—I. & C. 503-43-2, dated 11th April 1945.	15. *Charge allowance to the monthly-rated staff.*—When an officer is appointed to be only incharge of the current duties of an officer in addition to his own duties, he is entitled to a charge allowance to be fixed by the authority competent to appoint him, as such not exceeding one-tenth of the pay of the office of which he is put in additional charge.
	16. (*a*) No acting allowance or charge allowance shall be given as provided in rules 14 and 15 above, unless the post in which an employee is acting or is in charge involves the undertaking of higher responsiblility or of more arduous work than is involved in the substantive post of the employee.
	Note.—(1) The salary of an employee appointed to be in charge of the current duties of an additional officer shall never exceed the salary which he would receive for acting in the office.
	(2) No acting or charge allowance is admissible to a subordinate employee empowered to dispose of routine business while his superior is on tour.
	(3) 'Salary' includes pay, acting allowance and charge allowance.
	(*b*) When a daily-rated employee is made to officiate in a permanent monthly post, the acting incumbent may be allowed an allowance of one-fifth of the minimum pay of the post in which he officiates in addition to his own wages, provided that (i) the vacancy is for the duration of over a week, and (ii) the total emoluments of the acting incumbent do not exceed the minimum pay of the post in which he officiates, taking 26 days' wages as equivalent to one month's pay.
D. 7701-11—I. & C. 401-44-2, dated 16th May 1945.	17. *Joining time leave on transfer.*—The transfer of the services of an employee from one Government industrial concern to another must be done only in the interests of both the institutions and when such transfer will not adversely affect the total cost of the sanctioned establishment. The approval of the Board of Management of Industrial Concerns, or Government, as the case may be, must be obtained in other cases.
	(*b*) When the transfer involves a change of station, the employee may be allowed joining time not exceeding seven days, including the period of journey. During the period of joining time, the employee may be allowed the pay or wages he was drawing in the concern from which he is transferred or of the pay of the new appointment, whichever is less.
	Note.—Joining time and allowances are not admissible in the case of an employee transferred at his own request or in consequence of misconduct from one concern to another.
	(*c*) The joining time allowances and the travelling allowance, if admissible, will be paid by the concern to which the employee is transferred.
	(*d*) When the transfer involves no change of station, an officer relieved in the forenoon should join the new appointment in the afternoon, and when relieved in the afternoon, on the following working day. If he overstays the leave, he will forfeit his pay or wages after the end of the joining time.
	(*e*) The above rule (*d*) will not, however, affect the utilisation of joining time by an employee who is already on or granted privilege leave or furlough leave at the time his transfer is ordered. The joining time will follow immediately after the expiry of leave granted.
	18. *Termination of service.*—Every employee will be given 15 days' notice of termination of service, or pay in lieu thereof, provided that if an employee leaves during the period covered by the notice, pay will be given only for the period during which he actually worked.
	Employees who wish to resign must give the Management the same notice. provided that when notice is given, the Management is entitled to accept it at once or at any time before the expiry of the notice.
	When an employee's services are dispensed with for misconduct, absence without leave or wilfull neglect of duty, he is not entitled to any notice.
	Employees who leave the concern without notice, lose all accumulated leave, forfeit all undrawn pay and all rights to provident fund money, if any, contributed by the concern on his behalf.
	19. *Retirement.*—(*a*) All monthly-rated staff in superior service will ordinarily retire on attaining the age of 55 years. Extension of service may, however, be granted up to 60 years of age in exceptional cases on the recommendation of the head of the concern and for special reasons connected with the concern and not connected with the individual.
	(*b*) All leave at the credit of the official shall lapse on the date on which he complets 55 years of age provided that if, in sufficient time before that date he has applied for leave and has been refused leave in the interests of work, the head of the concern may grant the leave so refused subject to a maximum of two months.
	(*c*) In exceptional cases, the limit of two months in the above clause may be extended up to six months with the sanction of the Board of Management.
	20. *Provident Fund.*—Contribution to the Provident Fund is compulsory in the case of all monthly-rated employees and daily-rated employees on a daily wage of twelve annas and more, who have put in an approved service of not less than three years. In the case of daily-rated employees drawing less than twelve annas a day, participation in the scheme will be optional.

No. F. 260-266—I. & C. 52-44-5, DATED 15TH JULY 1946.

Reference to Government Orders	Rules
No. D. 7630-6—I. & C. 550-41-3, dated 2nd June 1942.	21. The contribution by the employees shall be one anna in the rupee of the pay or wages drawn by them *every month*.
	22. The contributions from the concern shall be equal to that paid by the employee.
	23. *Bonus on retirement.*—Every employee who is on consolidated monthly wages or on daily wages or in the menial establishment, and who is not entitled to the benefits of the provident fund may be given for each completed year of service a retiring bonus of half a month's pay for each year of service, based on the wages, including overtime, drawn by him during the last three years of service, provided the retirement is due to old age or ill-health, incapacitating him for further service and provided also that he has put in approved service for not less than fifteen years. The maximum bonus payable shall be fifteen months' wages.
No. D. 2680-7—I. & C. 700-42-5, dated 16th October 1942.	24. *Bonus to the dependants of the deceased employee.*—The dependants of every deceased employee who was on consolidated monthly wages or on daily wages or in the menial establishment and who was not entitled to the benifits of the provident fund may be given for each completed year of service of the deceased employee, a bonus of half a month's pay for each year of service, based on the wages, including overtime, drawn by him during the last three years of service, provided the death is due to ill-health or accident, and provided also that he has put in an approved service for not less than five years. The maximum bonus thus payable shall be five months' wages. *Note.*—The term 'Dependent' includes the wife, legitimate children, father and mother dependant upon him for support.
Fl. 3241-50—S. & A. 80-44-3, dated 14th November 1945.	25. *Travelling Allowance.*—Rules for the grant of travelling allowance to the members borne on the establishment of industrial concerns under the management of Government for journeys performed by them in the interests of Public Service.

Class	Daily allowance	Railway fare	Mileage
			Per mile Rs. a. p.
I. Persons drawing salaries* or wages above Rs. 600 per mensem.	Two annas for every Rs. 10 or fraction thereof subject to maximum of Rs. 10.	Single I Class ...	0 6 0
II. Persons drawing salaries or wages of Rs. 250 and above but not exceeding Rs. 600 per mensem.	Two annas for every Rs. 10 or fraction thereof.	Single II Class	0 4 0
III. Persons drawing salaries or wages of Rs. 100 and above but less than Rs. 250 per mensem.	Do do ...	Do ...	0 3 0
IV. Persons drawing salaries or wages of Rs. 100 and above but less than Rs. 150 per mensem.	Do do ...	Single III Class or single Inter where available.	0 2 0
V. Persons drawing salaries or wages of Rs. 50 and above but less than Rs. 100 per mensem.	Do do ...	Single III Class	0 2 0
VI. Persons drawing salaries or wages less than Rs. 50 per mensem.	Do (subject to a minimum of Re. 0 8-0).	Do ...	0 2 0
VII. Coolies ...	Do do ...	Do ...	0 0 6

NOTE.—* 'Salary' includes pay, acting allowance and charge allowance.

26. *General rules.*—(*a*) Wherever there is a bus service and the officer travells by bus actual fare plus daily allowance will be allowed instead of mileage, if the latter is costlier than the former.

(*b*) Daily allowance will be allowed in addition to single railway fare or bus fare or mileage combined with any of these. But when road mileage is drawn for the entire journey at the rates specified above, no daily allowance will be admissible in addition in the case of those coming under classes I to VI.

(*c*) No travelling allowance other than a permanent monthly allowance is admissible for any day on which an employee does not reach a distance exceeding 5 miles from headquarters or return thereto from a distence exceeding 5 miles. But an employee travelling on duty within 5 miles of headquarters is entitled to draw the actual amount spent by him in payment of ferry and other ~~tools~~ or railway fare.

Reference to Government Orders	Rules

(*d*) In all cases of halts exceeding 30 days, full daily allowance at the ordinary rates will be allowed only for the first 30 days and at three-fourths of the ordinary rates thereafter, subject, however, to a minimum of eight annas.

(*e*) In respect of rapid marches by road, exceeding 50 miles a day, two-thirds of the mileage rate only will be allowed for the distence in excess of 50 miles.

(*f*) In respect of daily-rated staff, their wages for purposes of travelling allowance will be taken to be 25 times the daily-rate, taking 25 days to be the number of working days on an average per month.

27. *Conveyance allowance.*—The General Managers or Directors in charge of the industrial concerns are authorised to grant in cases where such conveyances are necessary, a conveyance allowance not exceeding Rs. 10 per day of halt in places outside the State and not exceeding Rs. 5 per day per halts within the State. The General Manager or the Directors will examine such claims very carefully with reference to the work done by the officer before sanctioning C. A. and the grant of this concession should in no case be as a matter of course. The General Manager or the Directors should certify in the bills that such conveyances for which allowances are sanctioned as above were actually employed in the interest of public service.

28. *Transfer journeys.*—An employee coming under classes I to VII is entitled to the following special rates of travelling allowance for journeys on transfer from one station to another for more than three months, if the transfer is in the interest of public convenience and not at the request of the employee or in consequence of misconduct and if he is entitled to salary or wages during the time occupied in such journeys. Menials should not be transferred save in exceptional cases :—

Class	Railway fare	Mileage	Railway freight (at goods rate)
Class I ...	Three times I Class ...	Three times the mileage rate to which he is entitled for journeys on tour.	Maximum of 20 Railway maunds in the case of officers drawing Rs. 800 and above, maximum of 15 railway maunds in the case of officers drawing Rs. 250 and above but less than Rs. 800, maximum of 10 maunds in the case of those coming under Classes III to VI, and maximum of 5 maunds in the case of class VII.
Classes II to VI.	Five times the fare of the class to which they are entitled for journeys on tour.		
Class VII ...	Three times III Class	.....	

29. *Temporary concessions.*—(i) *Journeys within the State.*—The enhancement in the rates of mileage and daily allowance by 33⅓ per cent as sanctioned in G. O. No. Fl. 1333-93—S. & A. 57-44-2, dated the 10th October 1944, is extended to employees of all industrial concerns under the Management of Government, subject to a minimum of twelve annas and maximum of Rs. 10 so long as this concession is in force in the case of other Government Departments.

(ii) *Halts outside the State.*—The special rates of daily allowance fixed in G. O. No. Fl. 681-741—S. & A. 30-44-1, dated the 18th August 1944 are extended to all Government industrial concerns so long as this order is in force and subject to a maximum of Rs. 20 for halts at Bombay, Delhi and Calcutta, and maximum of Rs. 15 in other places, i.e., twice the D. A. in Calcutta, Bombay and Delhi, and one-and-a-half times D. A. in other places.

BANGALORE,
Dated 17th April 1946.

M. S. RAMACHANDRAN,
Convener,
Board of Management
of Industrial Concerns.

WD 2031—GPB—530—19-7-46

No. 1.

ADDENDA AND CORRIGENDA TO THE WORK SERVICE RULES ISSUED IN G. O. No. D. 260-66—I. & C. 52-44-5, DATED THE 6—15TH JULY 1946.

Reference to Government Order	Rules
No. D. 9004-12-I. & C. 827-45-2, dated the 21st June 1946.	*Insert the following as Rule 24-A.* "In the case of employees who have rendered service prior to 1st November 1941, and continue thereafter they or in the event of their death their dependants, will be entitled to the provident fund contribution as per provident fund rules if this is advantageous, or to bonus under Rules 23 and 24, respectively, up to the 1st November, 1941, based on the wages earned during the three years of service prior to the 1st November, 1941 *subject to a maximum of 15 months' wages and 5 months' wages, respectively*, and in addition, the provident fund amount due for the subsequent period."

D. 2203 *I. & C.* 52-44-6, *dated 9th October* 1946.

C. E. NORONHA,
Secretary to Government,
Development Department

WD 2547—GPB—500—21-11-46

S. O.

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. D. 260-266—I. & C. 52-44-5; dated 6—15th July 1946.

Work Service Rules.

Approves the consolidated —— applicable for the Government Industrial Establishments.

READ—

Government Order No. D. 2036-92—I. & C. 353-33-18, dated 28th October 1941, issuing a set of uniform work service rules for regulating leave and other benefits to the employees in the Government Industrial Establishments.

2. U. O. Note No. 216—I. A. D. dated 26th January 1946, from the Comptroller to Government, furnishing his remarks on the draft consolidated rules proposed by the Convener, Board of Management of Industrial Concerns.

3. Correspondence ending with U. O. Note No. 1590, dated 18th April 1946, from the Convenor, Board of Management of Industrial Concerns, forwarding a final draft of the consolidated rules incorporating the suggestions of the Comptroller, etc., and requesting approval of Government, in the circumstances explained (1) for the draft consolidated rules, (2) to get 300 copies of the same printed at the Government Press, for distribution, (3) to keep 100 copies of the same priced at Re. 0-2-0 a copy for sales, in the Government Book Depot.

ORDER NO. D. 260-266—I. & C. 52-44-5, DATED BANGALORE, THE 6TH JULY 1946.

The Government Order regarding the Work Service Rules was issued in the year 1941 for the benefit of the employees of Government Industrial Concerns and the Rules have undergone modifications since then. It was therefore considered necessary to bring these rules up to date incorporating all the amendments. The Convener, Board of Management of Industrial Concerns, was requested to prepare a draft of the consolidated rules, in consultation with the General Manager, Mysore Iron and Steel Works, and the Comptroller. The draft accordingly submitted by the Convener with the slight modifications proposed as given in the annexure are approved.

The Superintendent, Government Printing, is authorised to print and supply 500 copies of these rules to the Convener, Board of Management of Industrial Concerns, for distribution. Two hundred and twenty-five copies of the same may be supplied to the Industries and Commerce Branch of the Secretariat.

Secretary to Government,
Development Department.

To—The Convener, the Board of Management for Industrial Concerns.
The Comptroller to Government through the Financial Department.
The General Manager, Mysore Iron and Steel Works.
The Director of Industries and Commerce in Mysore.
The Director of Textiles in Mysore.
The Director of Sandal Wood Oil Factory in Mysore.
The Director of Engineering and Chemical Industries.
The General Manager, Mysore State Railway.
The Superintendent, Government Central Book Depot.
The Commissioner of Labour in Mysore, Bangalore.
The Superintendent, Government Printing.
The Director of Geology.

Exd.—T. N. S.

No. F. 260-266—I. & C. 52-44-5, DATED 6—15TH JULY 1946.

ANNEXURE.

Work Service Rules applicable to Government Industrial Establishments.

Reference to Government Orders	Rules
	These rules apply to the employees in the Government Industrial Concerns. The cases of covenanted employees are governed by the terms of contract entered into with them, and the cases of the employees whose services have been lent from the other departments of Government by the provisions of the Mysore Service Regulations.
D. 5614-23—I. & C. 67-43-7, dated 28th January 1946.	2. No person in a Government Industrial Concern should be employed on monthly pay or on consolidated monthly wages in the operation sections of a factory except to the posts sanctioned therefor by the Board or Government. *Note.*—The office staff including peons and watchmen who are not entitled to overtime wages may be employed, if required, on monthly pay and be allowed the leave concessions now granted to such staff under these Rules.
	3. *Leave of absence.*—All leave is granted at the convenience of the Management and the Management is free in its discretion to refuse, revoke or curtail the leave subject to exigences of work.
	4. *Pay.*—By pay in these rules is to be understood an employee's substantive rate of pay per mensem or per diem, exclusive of all allowances (other than Personal), extras or overtime.
	5. *Casual leave for monthly-rated staff.*—No employee is entitled to casual leave, but casual leave on full pay not exceeding seven days may be given in a calendar year in case of sickness, private affairs and for other urgent reasons. This rule applies both to the permanent and temporary employees. *Note.*—(1) Casual leave cannot be combined with any other leave. (2) In the case of new entrants who have not completed one year's service, casual leave will be granted to the extent of one day for *every completed three months' service.*
	6. *Privilege leave: Monthly-rated staff.*—On the Management being satisfied of the good conduct and regular attendance of an employee, he will, on his written request, be allowed privilege leave of one month's duration with full pay for every year of continuous service, provided that such leave shall be given when it is convenient to the Management and is not detrimental to the operation of the department in which the employee is engaged. This leave can be accumulated up to a limit of three months. *Note.*—(1) An employee with less than a year's service from date of appointment is not entitled to privilege leave. (2) If the Management offers the leave at its convenience and the employee rejects such offer, he shall forfeit lave to the extent offered. (3) Leave without allowances, not exceeding on the whole one month granted to an employee during the first year of his service is not an interruption to continuous service qualifying for privilege leave. (4) Employees (both Gazetted and Non-Gazetted) in all industrial establishments who were counting leave under the Mysore Service Regulations prior to 28th October 1941, will be allowed to continue to have the leave benefits under those Regulations. (5) *Calculation of Leave.*—One month's leave for every completed year of service, and for the balance one day for every twelve days of completed service may be allowed.
D. 6763-9—I. &. C. 3-43-10, dated 27th April 1944.	
D. 7027-33—I. &. C. 379-43-2, dated 6th May 1944.	
No. D. 808-15—I. & C. 3-43-17, dated 1st August 1944.	
	7. Privilege leave on full pay can be combined with furlough and leave without allowances, but not with casual leave (*vide* Note 1 to rule 5 above).
No. D. 6763-9—I. & C. 3-43-10, dated 27th April 1944.	8. Privilege leave is not earned by an employee during a period of leave of the same kind or during furlough or leave without allowances, or during suspension from office *for misconduct, unless the authority competent to pass final orders in the case expressly orders that the period of suspension shall qualify.*
	9. *Privilege leave: Daily-rated staff.*—(*a*) On the Management being satisfied of the good conduct and regular attendance of an employee, he will be allowed a vacation of two weeks' duration for every completed year's service, provided that such leave shall be given when it is convenient to the Management and is not detrimental to the operation of the department in which the employee is engaged. If the Management offers leave at its convenience and the employee rejects such offer, he shall forfeit leave to the extent of the period offered. Such leave may be accumulated up to a total period of six weeks in all. (*b*) Religious holidays with full wages will be given for two days in every calendar year.
No. D. 808-15-I. & C. 3-43-18, dated 1st August 1944.	*Note.*—(1) *Calculation of Leave.*—A vacation of two weeks' duration for every completed year of service, and for the balance one day for every twenty-six days' of completed service may be allowed. (2) The expression 'Daily-rated staff' includes the staff borne on the rolls of the factory and are employed on job piece-work basis from time to time.

Reference to Government Orders	Rules
D. 7701-11—I. & C. 401-44-2, dated 16th May 1945.	17. *Joining time leave on transfer.*—The transfer of the services of an employee from one Government industrial concern to another must be done only in the interests of both the institutions and when such transfer will not adversely affect the total cost of the sanctioned establishment. The approval of the Board of Management of Industrial Concerns, or Government, as the case may be, must be obtained in other cases. (*b*) When the transfer involves a change of station, the employee may be allowed joining time not exceeding seven days, including the period of journey. During the period of joining time, the employee may be allowed the pay or wages he was drawing in the concern from which he is transferred or of the pay of the new appointment, whichever is less. *Note.*—Joining time and allowances are not admissible in the case of an employee transferred at his own request or in consequence of misconduct from one concern to another. (*c*) The joining time allowances and the travelling allowance, if admissible, will be paid by the concern to which the employee is transferred. (*d*) When the transfer involves no change of station, an officer relieved in the forenoon should join the new appointment in the afternoon, and when relieved in the afternoon, on the following working day. If he overstays the leave, he will forfeit his pay or wages after the end of the joining time. (*e*) The above rule (*d*) will not, however, affect the utilisation of joining time by an employee who is already on or granted privilege leave or furlough leave at the time his transfer is ordered. The joining time will follow immediately after the expiry of leave granted. 18. *Termination of service.*—Every employee will be given 15 days' notice of termination of service, or pay in lieu thereof, provided that if an employee leaves during the period covered by the notice, pay will be given only for the period during which he actually worked. Employees who wish to resign must give the Management the same notice provided that when notice is given, the Management is entitled to accept it at once or at any time before the expiry of the notice. When an employee's services are dispensed with for misconduct, absence without leave or wilful neglect of duty, he is not entitled to any notice. Employees who leave the concern without notice, lose all accumulated leave, forfeit all undrawn pay and all rights to provident fund money, if any, contributed by the concern on his behalf. 19. *Retirement.*—(*a*) All monthly-rated staff in superior service will ordinarily retire on attaining the age of 55 years. Extension of service may, however, be granted up to 60 years of age in exceptional cases on the recommendation of the head of the concern and for special reasons connected with the concern and not connected with the individual. (*b*) All leave at the credit of the official shall lapse on the date on which he completes 55 years of age provided that if, in sufficient time before that date he has applied for leave and has been refused leave in the interests of work, the head of the concern may grant the leave so refused subject to a maximum of two months. (*c*) In exceptional cases, the limit of two months in the above clause may be extended up to six months with the sanction of the Board of Management. 20. *Provident Fund.*—Contribution to the Provident Fund is compulsory in the case of all monthly-rated employees and daily-rated employees on a daily wage of twelve annas and more, who have put in an approved service of not less than three years. In the case of daily-rated employees drawing less than twelve annas a day, participation in the scheme will be optional.
No. D. 7630-6—I. & C. 550-41-3, dated 2nd June 1942.	21. The contribution by the employees shall be one anna in the rupee of the pay or wages drawn by them *every month.* 22. The contributions from the concern shall be equal to that paid by the employee. 23. *Bonus on retirement.*—Every employee who is on consolidated monthly wages or on daily wages or in the menial establishment, and who is not entitled to the benefits of the provident fund may be given for each completed year of service a retiring bonus of half a month's pay for each year of service, based on the wages, including overtime, drawn by him during the last three years of service, provided the retirement is due to old age or ill-health, incapacitating him for further service and provided also that he has put in an approved service for not less than fifteen years. The maximum bonus payable shall be fifteen months' wages.
No. D. 2680-7-I. & C. 700-42-5, dated 16th October 1942.	24. *Bonus to the dependants of the deceased employee.*—The dependants of every deceased employee who was on consolidated monthly wages or on daily wages or in the menial establishment and who was not entitled to the benefits of the provident fund may be given for each completed year of service of the deceased employee, a bonus of half a month's pay for each year of service, based on the wages, including overtime, drawn by him during the last three years of service, provided the death is due to ill-health or accident, and provided also that he has put in an approved service for not less than five years. The maximum bonus thus payable shall be five months' wages. *Note.*—The term 'Dependant' includes the wife, legitimate children, father and mother dependant upon him for support.
Fl. 3241-50—S. & A. 80-44-3, dated 14th November 1945.	25. *Travelling Allowance.*—Rules for the grant of travelling allowance to the members borne on the establishment of industrial concerns under the management of Government for journeys performed by them in the interests of Public Service.

No. D. 260-266.—I. & C. 52-44-5, DATED 6—15TH JULY 1946.

Reference to Government Orders	Rules

	Class	Daily allowance	Railway fare	Mileage Per mile Rs. a. p.
I.	Persons drawing salaries* or wages above Rs. 600 per mensem.	Two annas for every Rs. 10 or fraction thereof subject to maximum of Rs. 10.	Single I Class ...	0 6 0
II.	Persons drawing salaries or wages of Rs. 250 and above but not exceeding Rs. 600 per mensem.	Two annas for every Rs. 10 or fraction thereof.	Single II Class	0 4 0
III.	Persons drawing salaries or wages of Rs. 150 and above but less than Rs. 250 per mensem.	Do do ..	Do ...	0 3 0
IV.	Persons drawing salaries or wages of Rs. 100 and above but less than Rs. 150 per mensem.	Do do ...	Single III Class or single Inter where available.	0 2 0
V.	Persons drawing salaries or wages of Rs. 50 and above but less than Rs. 100 per mensem.	Do do ...	Single III Class	0 2 0
VI.	Persons drawing salaries or wages less than Rs. 50 per mensem.	Do (subject to a minimum of Re. 0-8-0).	Do ...	0 2 0
VII.	Coolies ...	Do do ...	Do ...	0 0 6

NOTE.—* 'Salary' includes pay, acting allowance and charge allowance.

26. *General rules.*—(*a*) Wherever there is a bus service and the officer travels by bus actual fare plus daily allowance will be allowed instead of mileage, if the latter is costlier than the former.

(*b*) Daily allowance will be allowed in addition to single railway fare or bus fare or mileage combined with any of these. But when road mileage is drawn for the entire journey at the rates specified above, no daily allowance will be admissible in addition in the case of those coming under classes I to VI.

(*c*) No travelling allowance other than a permanent monthly allowance is admissible for any day on which an employee does not reach a distance exceeding 5 miles from headquarters or return thereto from a distance exceeding 5 miles. But an employee travelling on duty within 5 miles of headquarters is entitled to draw the actual amount spent by him in payment of ferry and other tolls or railway fare.

(*d*) In all cases of halts exceeding 30 days, full daily allowance at the ordinary rates will be allowed only for the first 30 days and at three-fourths of the ordinary rates thereafter, subject, however, to a minimum of eight annas.

(*e*) In respect of rapid marches by road, exceeding 50 miles a day, two-thirds of the mileage rate only will be allowed for the distance in excess of 50 miles.

(*f*) In respect of daily-rated staff, their wages for purposes of travelling allowance will be taken to be 25 times the daily-rate, taking 25 days to be the number of working days on an average per month.

27. *Conveyance allowance.*—The General Managers or Directors in charge of the industrial concerns are authorised to grant in cases where such conveyances are necessary, a conveyance allowance not exceeding Rs. 10 per day of halt in places outside the State and not exceeding Rs. 5 per day per halts within the State. The General Manager or the Directors will examine such claims very carefully with reference to the work done by the officer before sanctioning C. A. and the grant of this concession should in no case be as a matter of course. The General Managers or the Directors should certify in the bills that such conveyances for which allowances are sanctioned as above were actually employed in the interest of public service.

28. *Transfer journeys.*—An employee coming under classes I to VII is entitled to the following special rates of travelling allowance for journeys on transfer from one station to another for more than three months, if the transfer is in the interest of public convenience and not at the request of the employee or in consequence of misconduct and if he is entitled to salary or wages during the time occupied in such journeys. Menials should not be transferred save in exceptional cases :—

Class	Railway fare	Mileage	Railway freight (at goods rate)
Class I ...	Three times I Class ...	Three times the mileage rate to which he is entitled for journeys on tour.	Maximum of 20 Railway maunds in the case of officers' drawing Rs. 800 and above, maximum of 15 railway maunds in the case of officers drawing Rs. 250 and above but less than Rs. 800, maximum of 10 maunds in the case of those coming under Classes III to VI, and maximum of 5 maunds in the case of class VII.
Classes II to VI.	Five times the fare of the class to which they are entitled for journeys on tour.		
Class VII ...	Three times III Class	.....	

No. D. 260-266—I. & C. 52-44-5, DATED 6—15TH JULY 1946.

Reference to Government Orders	Rules
	29. *Temporary concessions.*—(i) *Journeys within the State.*—The enhancement in the rates of mileage and daily allowance by 33⅓ per cent as sanctioned in G. O. No. Fl. 1333-93—S. & A. 57-44-2, dated the 10th October 1944, is extended to employees of all industrial concerns under the Management of Government, subject to a minimum of twelve annas and maximum of Rs. 10 so long as this concession is in force in the case of other Government Departments. (ii) *Halts outside the State.*—The special rates of daily allowance fixed in G. O. No. Fl. 681-741—S. & A. 30-44-1, dated the 18th August 1944, are extended to all Government industrial concerns so long as this order is in force and subject to a maximum of Rs. 20 for halts at Bombay, Delhi and Calcutta, and maximum of Rs. 15 in other places, *i.e.*, twice the D. A. in Calcutta, Bombay and Delhi, and one-and-a-half times D. A. in other places.

WD 2081—G PB—1,025—27-7-46

9 dc. 52-44-6.

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GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

Comptroller's Office, Bangalore.

No. 156/I.A.D. 25 AUG 1946

Dated the 22nd August 1946.

The Secretary to Government,
Development Department, Bangalore.

Sir,

Adverting to G.O.No.D.260-266/1.& C.52-44-5 dated 6/15th July 46 prescribing the consolidated Work service rules, I have the honour to state that Rule 19 added to the Work Service rules of October 1941 in accordance with G.O.D-9004-12/I.& C.327-45-2 dated 20th June 1946 has not been incorporated in the consolidated schedule and to request that necessary action be taken to introduce the same as rule No.24(a) therein.

I have the honour to be,
Sir,
Your most obedient servant,

Comptroller.

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No.1. Addenda and Corrigenda to the Work Service Rules issued in G.O.No.D. 260-66/I & C.52-44-5 dated the 6/15th July 1946.

Reference to Govt. Order.	Rules.
	Insert the following as Rule 24-A:
No.D.9004-12/I&C.327-45-2 dated the 21st June 1946.	"In the case of employees who have rendered service prior to 1st November 1941 and continue thereafter, they or in the event of their death their dependants, will be entitled to the provident fund contribution as per provident fund rules, if this is advantageous, or to bonus under Rule 23 and 24, respectively, up to 1st November, 1941, based on the wages earned during the three years of service prior to 1st November, 1941 subject to a maximum of 15 months' wages and 5 months' wages respectively, and in addition, the provident fund amount due for the subsequent period."

D 22039 9-10-46
Cte. 52-44-7

Seen by Govt.
Dear Defee
2-9-1946.

To. The Supt. Govt Printing to print 1500 copies - of which 250 copies may be sent B. Rde
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Convener,
Board of Management
of Industrial Concerns.

Dte 52-44-7

No.1. Addenda and Corrigenda to the Work Service Rules issued in G.O.No.D.260-66/I.& C. 52-44-5 dated the 6/15th July, 1946.

Reference to Govt. Order.	Rules.
	Insert the following as Rule 24-A:
No.D.9004-12/ I.& C.327-45-2 dated the 21st June, 1945.	"In the case of employees who have rendered service prior to 1st November, ~~1~~ 1941 and continue thereafter, they or in the event of their death their dependants, will be entitled to the provident fund contribution as per provident fund rules, if this is advantageous, or to bonus under Rule 23 and 24, respectively, up to the 1st November, 1941, based on the wages earned during the three years of service prior to the 1st November, 1941 subject to a maximum of 15 months' wages and 5 months' wages, respectively, and in addition, the provident fund amount due for the subsequent period."

D 220389-10-46

Secretary to Government,
Development Department.

To

The Superintendent, Government Printing, to print and supply 500 copies - of which 250 copies may be sent to the Board of Management for Industrial Concerns and 250 copies to the Industries & Commerce Branch of the General & Revenue Secretariat.

Memo D2204 d9-10-46

Copy rec'd to Commerce, B. M. & C. for further action.

[illegible]
for Secretary

No. 1.

ADDENDA AND CORRIGENDA TO THE WORK SERVICE RULE ISSUED IN G. O. No. D. 260-66—I. & C. 52-44-5, DATED THE 6—15TH JULY 1946.

Reference to Government Order	Rules
No. D. 9004-12—I. & C. 827-45-2, dated the 21st June 1946.	*Insert the following as Rule 24-A.* "In the case of employees who have rendered service prior to 1st November 1941, and continue thereafter they or in the event of their death their dependants, will be entitled to the provident fund contribution as per provident fund rules, if this is advantageous, or to bonus under Rules 23 and 24, respectively, up to the 1st November, 1941, based on the wages earned during the three years of service prior to the 1st November, 1941 *subject to a meximum of 15 months' wages and 6 months' wages, respectively,* and in addition, the provident fund amount due for the subsequent period."

D. 2203/*dated 9th October* 1946.

C. E. NORONHA,
Secretary to Government,
Development Department

WD 1302—GPB—250—27-10-46